

ATTACHMENT NO. 10

TOWN OF BASSENDEAN

MINUTES

BASSENDEAN LOCAL EMERGENCY MANAGEMENT COMMITTEE HELD IN THE COUNCIL CHAMBER, 48 OLD PERTH ROAD, BASSENDEAN ON WEDNESDAY 6 MARCH 2019, AT 3.30PM

1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member declared the meeting open, welcomed all those in attendance and conducted an Acknowledgement of Country.

2.0 ATTENDANCES, APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE

Members

Mark Stoneman, Kiara Police, Presiding Member
Cr Melissa Mykytiuk
Sharna Merritt, Senior Ranger
Michelle Clough, Department for Communities
Jeff Somes, Environmental Health Officer

Officers

Graeme Haggart, Director Community Development
John Lane, Consultant/Committee Executive Officer
Amy Holmes, Minute Secretary

Apologies

Merveen Cross, DEMA, DFES
Simon Stewert-Dawkins, Director Operational Services
Ken Cardy, Manager Asset Services
Ryan Hamblion, Department for Communities
Gordon Munday, Manager Bassendean SES

3.0 DEPUTATIONS

Nil

4.0 CONFIRMATION OF MINUTES

4.1 Minutes of the Bassendean Local Emergency Management Committee meeting held on 7 November 2018

COMMITTEE/OFFICER RECOMMENDATION – ITEM 4.1

MOVED Jeff Some, Seconded Sharna Merritt, that the minutes of the BLEMC meeting held on 7 November 2018, be confirmed as a true record.

CARRIED UNANIMOUSLY 5/0

5.0 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

Nil

6.0 DECLARATIONS OF INTEREST

Nil

7.0 BUSINESS DEFERRED FROM PREVIOUS MEETING

Nil

8.0 OFFICER REPORTS

8.1 Flood Mitigation Project - Update

DFES is seeking the project be wrapped up without further delay. The Town is seeking to comply.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.1

BLEMC – 1/03/19 MOVED Cr Mykytiuk, Seconded Jeff Some, that the information on the Flood Mitigation Project be received.

CARRIED UNANIMOUSLY 5/0

8.2 Local Government Emergency Risk Management Project Report

The Town of Bassendean is currently a participant in the State Risk Assessment Project Local. The first hazard workshop dealing with Heatwave took place on the 7th November at the City of Bayswater hosted by officers from DFES Special Risks Section.

The Town of Bassendean is awaiting confirmation of the location and timing of the next workshop in the series.

A Risk Report, attached to the meeting Agenda, detailed the results of the Heatwave Hazard assessment.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.2

BLEMC – 2/03/19 MOVED Mark Stoneman, Seconded Cr Mykytiuk, that the report of the Emergency Management Risk Project be received.

CARRIED UNANIMOUSLY 5/0

8.3 State Emergency Management (EM) Exercise Framework Development Project

In May 2018, the State Emergency Management (EM) Exercise Framework Development Project was commissioned. The purpose of the project was to develop and implement a comprehensive State EM Exercise Framework which integrates with the EM Lessons Management Framework. The State EM Exercise Framework was approved by the SEMC on 7 December 2018.

The framework includes:

- the formation of a State Exercise Coordination Team (SECT) to support the State EM exercise framework which will result in the disbanding of the Emergency Management Advisory Group;
- a capability exercise program that includes local government; and
- a 3 yearly State Emergency Management Exercise.

Attached with the Agenda were the proposed State EM Policy amendments:

- 4.7 – State EM Plan;
- 4.8 - Exercising;
- 4.9 - Exercise Schedules;
- 4.10 - Post Exercise Reports; and
- 19 – Preparedness Procedure.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.3

BLEMC – 3/03/19 MOVED Sharna Merritt, Seconded Jeff Some, that the information on the amendments to the State Emergency Management Policies be received.

CARRIED UNANIMOUSLY 5/0

8.4 Town of Bassendean LEMC Business Plan

In line with State Emergency Preparedness Procedure 7, the Executive Officer should:

- Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including an Annual Report, Annual Business Plan and maintenance of LEMAs.

The Executive Officer prepared and presented, as an attachment to the Agenda, the Town of Bassendean LEMC Business Plan for discussion and adoption.

OFFICER RECOMMENDATION – ITEM 8.4

That the Town of Bassendean LEMC Business Plan 2019 be adopted.

Committee members were asked to go through the Business Plan and send through any comments to Graeme or John.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.4

BLEMC – 4/03/19 MOVED Mark Stoneman, Seconded Cr Mykytiuk, that the Town of Bassendean draft LEMC Business Plan 2019 be tabled for consideration by members.

CARRIED UNANIMOUSLY 5/0

8.5 Town of Bassendean LEMA Amendments

The LEMA and Recovery Plan has recently been amended in-line with the current list of amendments to State Policy and Procedures as approved by the SEMC on 7 December 2018 (Resolution number 90/2018).

The LEMA and Local Recovery Plan is now in Version 1.1 and tabled at the meeting.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.5

BLEMC – 5/03/19 MOVED Sharna Merritt, Seconded Michelle Clough, that the Town of Bassendean LEMA and Recovery Plan amendments be noted.

CARRIED UNANIMOUSLY 5/0
Cr Mykytiuk left the meeting at 4.05pm.

8.6 Emergency Management Agency Reports

State Emergency Management Committee Business Unit

The SEMC Business Unit Report (**Attachment 1**) was provided by Merveen Cross and tabled at the meeting.

District Emergency Management Committee (DEMC)

The Central DEMC has not met since the last LEMC meeting. The DEMC is next scheduled to meet on 9 April. Minutes will be circulated when received.

North & East Metropolitan Recovery Group Exercise Report

The report was tabled at the meeting and will be circulated with the minutes.

WALGA EMAG

The WALGA EMAG last met on 11 September 2017. The next meeting is scheduled for 12 March 2019. Minutes attached (**Attachment 3**).

Local Welfare Committee

No meeting has been conducted in the past quarter.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.6

BLEMC – 6/03/19 MOVED Jeff Somes, Seconded Michelle Clough, that the Emergency Management Agency Reports be received.

CARRIED UNANIMOUSLY 4/0

8.7 Post-Incident Reports and Post Exercise Reports

The Committee has requested all HMA's routinely forward post incident reports to the Town for presenting to LEMC.

- The North & East Metropolitan Recovery Group Exercise Report was tabled at the meeting (**Attachment 2**) and will be circulated with the minutes.

COMMITTEE/OFFICER RECOMMENDATION– ITEM 8.7

- BLEMC – 7/03/19** MOVED Mark Stoneman, Seconded Sharna Merritt, that post incident and post exercise reports be received.
CARRIED UNANIMOUSLY 4/0

8.8 Contact Details and Key Holders

Please forward any amendments to Graeme Haggart.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.8

- BLEMC – 8/03/19** MOVED Sharna Merritt, Seconded Mark Stoneman, that the Committee members' contact details be confirmed as amended.
CARRIED UNANIMOUSLY 4/0

Cr Mykytiuk returned to the meeting at 4.15pm.

8.9 Preparedness, Prevention, Response and Recovery Issues

- “Volunteering During and Following Local Emergencies – Registration kit for spontaneous volunteers”. *This document (**Attachment 4**) will be circulated with the minutes and included on the agenda for discussion at the next meeting.*
- The Senior Ranger reported that fire season is continuing until the end of March. Rangers will continue to monitor and report properties that require attention.
- The Town will continue to conduct risk assessment models for public events.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.9

- BLEMC – 9/03/19** MOVED Cr Mykytiuk, Seconded Jeff Some, that Preparedness, Prevention, Response and Recovery Issues raised, be received.
CARRIED UNANIMOUSLY 5/0

9.0 **MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

10.0 **ANNOUNCEMENTS OF NOTICES OF MOTION FOR THE NEXT MEETING**

Nil

11.0 **CONFIDENTIAL BUSINESS**

Nil

12.0 **CLOSURE**

The next meeting will be held on 5 June at 3.30pm.

There being no further business, the Presiding Member declared the meeting closed, the time being 4.20pm.

BLEMC ATTACHMENTS



**TOWN OF BASSENDEAN
LOCAL EMERGENCY MANAGEMENT COMMITTEE
DISTRICT EMERGENCY MANAGEMENT ADVISOR REPORT
6 MARCH 2019**

Memorandum of Understanding with the Department of Education

Did you know that DFES has a Memorandum of Understanding with the Department of Education for the provision of bushfire risk management services for public school sites across WA?

The Rural Fire Division's Bushfire Risk Management Liaison Officers work closely with a range of internal and external stakeholders to maintain a Bushfire Zone Register, assess and map bushfire risk, conduct site inspections, develop risk assessment and treatment plans, and provide policy advice.

In 2018, the team conducted a physical inspection of 74 school sites. A recent visit to Badgingarra Primary School, a regional school located within the Shire of Dandaragan, identified a number of recommendations. The team worked together with the school, Departments of Education and Finance to implement the treatments, resulting in an overall reduction in bushfire risk to the school.

In addition to the service provided by DFES through the MOU, the Land Use Planning team of the Rural Fire Division help to minimise bushfire risk to government primary and secondary schools by providing advice on compliance with State Planning Policy 3.7 Planning in Bushfire Prone Areas and the supporting Guidelines for Planning in Bushfire Prone Areas in respect of development at existing schools and the construction of new schools.

The Rural Fire Division staff are now located in Albert Facey House, a state government office located in the Perth CBD. This is a temporary location following the recent Machinery of Government changes to the Department of Fire and Emergency Services.

Over 92 per cent of the total land area of WA - 2.3 million square kilometres is Crown land

The responsibility to manage bushfire risk on this land is spread across a range of government agencies. A new first-of-its-kind interdepartmental committee has been established to support greater coordination in addressing and funding these important bushfire mitigation responsibilities. The 'Bushfire Mitigation on Crown Land' committee will meet regularly, with the first meetings already held in September and December 2018.

GIVIT

Travis Fitch the manager for GIVIT in WA has recently left the agency. All enquiries are to be referred to:

National Stakeholder Manager
Sarah Tennant
Email: Sarah@givit.org.au
Mobile 0477 776 993

If you have this agency included in your recovery plan arrangements please updated the above information.

AVAILABLE FUNDING

AWARE

The AWARE program aims to support local governments in understanding their risk profile to enhance WA's emergency management arrangements. Each year the priorities and eligibility components are adjusted to reflect the evolving nature and emerging trends within emergency management. Projects that have been approved in previous rounds may therefore not be reflective of the current round.

The next round of the AWARE is currently in draft and nominations will be called early 2019.

DFES WEEKLY INTELLIGENCE BRIEFING

DFES issue a weekly intelligence briefing to a range of stakeholders. This briefing provides information on key assessments and situation analysis for a range of expected hazards across the State. If you would like to be included in this distribution please contact: intelligence@dfes.wa.gov.au.

CHANGES TO THE COMPREHENSIVE IMPACT ASSESSMENT AND TRANSFER OF CONTROL

The DFES Recovery Directorate has recently sent a letter to all local government CEOs advising of the above changes.

Background

Under the State Emergency Management Recovery Procedure 4, it is a requirement for a Comprehensive Impact Assessment (CIA) to be completed prior to the cessation of the response phase of an emergency.

On 6 September 2018, the Department of Fire and Emergency Services (DFES) engaged Storybox Consulting to undertake a review of the utilisation of the CIA form by Controlling Agencies (CA), local governments (LG) and other key stakeholders when transitioning from response to recovery during emergency events.

To address the findings from the review of the CIA, two new resources were developed:

- Impact Statement (IS) which contains the revised and streamlined information from the CIA; and
- Impact Statement Guideline (IS Guide) which are simplified procedural guidelines for the IS.

The IS will be trialled for 6 months before a review, this review will ensure any improvements are identified and implemented prior to a formal recommendation to SEMC for amendments in the State Arrangements.

Separate to the IS, the new Transfer of Control (Incident Management) document is specifically for the transfer of control of incident management for an emergency such as a bushfire from DFES or the Department of Biodiversity Conservation and Attractions (DBCA) back to the respective CA such as the LG or DBCA. Transfer of Control can take place prior to the finalisation of the Impact Statement – this is clearly explained in both documents.

While the aim of the two new resources is to create greater efficiencies and streamline the IS process, it was acknowledged that it may be necessary for LGs to undertake a more detailed impact assessment as the recovery progresses.

For further information please contact:

Suellen Flint
Deputy State Recovery Coordinator
Resilience and Recovery
Department of Fire & Emergency Services
P. 08 9395 9418 | M. 0427 080 689 | E. suellen.flint@dfes.wa.gov.au

Recovery Tools

Just a reminder there a number of handy recovery tools available on the SEMC website including:

- [Local Recovery Guideline](#)
- [Communicating in Recovery Guidelines](#)
- Aide-Memoire – Local Recovery Coordinator
- [Community Recovery Handbook](#)

2019 SEMC MEETING SCHEDULE

- 8 March 2019

**District Emergency Management Advisor
Metropolitan Operations
Department of Fire and Emergency Services**

EXERCISE PARTNER 2018

MULTI LOCAL GOVERNMENT DESKTOP EXERCISE

EXERCISE REPORT



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EXERCISE PARTNER 2018

1. GOVERNANCE

1.1. EMERGENCY MANAGEMENT DISTRICT

North Metropolitan and East Metropolitan

1.2. APPROVING AGENCY

This exercise was requested at the annual meeting of the representatives from the eight local governments listed in paragraph 6 of this report, who are signatories to the Partnering Agreement at a meeting that took place at Stirling on 14 February 2018.

1.3. DATE

1 & 2 October 2018

1.4. TYPE OF EXERCISE

Desktop Discussion Exercise

1.5. INTRODUCTION

In Western Australia Local Government must manage the local recovery process following an emergency affecting their community¹. As part of the recovery management process a local government is required to include a recovery plan in its Local Emergency Management Arrangements and nominate a local recovery coordinator².

Local recovery coordinators must act effectively and appropriately to ensure a smooth recovery can occur within a community affected by an emergency.

¹ Section 36(b) Emergency Management Act 2005

² Section 41(4) Emergency Management Act 2005

1.6. RECOVERY DEFINITION

Recovery is the coordinated process of supporting affected communities in the reconstruction of the built environment and the restoration of emotional, social, economic, built and natural environment wellbeing³.

1.7. PARTICIPATING AGENCIES

The following eight local governments have formed a partnership agreement to undertake the provision of mutual aid between parties to the agreement, for recovery management during emergencies.

Town of Bassendean	Shire of Mundaring
City of Bayswater	City of Stirling
City of Joondalup	City of Swan
City of Kalamunda	City of Wanneroo

1.8. EXERCISE PARTICIPANTS

Thirty (30) people were identified and invited to attend the exercise from the eight local governments listed under paragraph 1.7. Fifteen participants attended Phase 2 of the exercise on 2 October 2018. Details of the attending participants are included at Attachment A.

1.9. AIM OF EXERCISE

1. To provide local government staff with an understanding of the operation of the **Partnering Agreement Metropolitan North and East Recovery Group for the provision of mutual aid for recovery during emergencies**; and
2. Where applicable improve the Partnering Agreement and the manner in which it is used.

³ Commonwealth of Australia 'Community Recovery Handbook 2, page 3, 2011

1.10. OBJECTIVES OF THE EXERCISE

The objectives of the exercise were:

- To ensure relevant local government officers become familiar with the contents of the Partnering Agreement and how it operates in a recovery management context;
- To test key elements of the Partnering Agreement;
- To be the catalyst to make amendments and improvements to the Partnering Agreement or any other relevant document(s) as identified by the exercise evaluation; and
- To ensure relevant local government officers show the ability and capacity to understand when assistance from other local governments is appropriate and how it should be accessed.

1.11. EXERCISE MANAGEMENT

Management of the exercise consisted of Bob Phipps (City of Stirling), City of Stirling, Quinta La Rosa (DFES) and Merveen Cross (DFES).

The exercise was facilitated by Quinta LaRosa.

2. KEY LESSONS LEARNT, ACTIONS RE KEY LESSONS LEARNT AND RECOMMENDATIONS FOR FUTURE ACTIONS

For this exercise each of the eight local governments that are signatories to the Partnering Agreement were asked to supply two staff members who are involved in emergency management activities at their local government and who would be best:

- to assist the conduct of the exercise ; and
- be in a position to use any learnings from the exercise and put them to use within their local government.

All local governments' signatories took part of the exercise except for the Shire of Mundaring. Staff from the Department of Fire and Emergency Services (DFES) attended the exercise to assist the local government officers.

All participants took an active and were very interested part in the exercise. Participants were provided with copies of the recently re-signed Partnering Agreement (i.e. signed September / October 2018) to assist in their deliberations over exercise tasks. Details of the staff who attended are provided on Attachment A.

2.1. EXERCISE FEATURES – DAY ONE

This exercise was conducted in two phases over two days; Monday 1 October 2018 and Tuesday 2 October 2018.

Exercise Partner Phase 1 - Part 1: Partnering Agreement

- Seven out of eight local governments that sent participants to the exercise acknowledged knowing about the Partnering Agreement and were able to provide details of appropriate contacts. Two local governments had an in depth knowledge of the agreement.
- Participants all agreed that the best person to update the CEO of the 'current' status of an emergency incident would be the Local Recovery Co-ordinator in conjunction with the Emergency Management Liaison Officer.
- The way in which this update would be supplied would depend on the process within each individual local government

Exercise Phase 1(Part 1) – Accessing assistance from local governments under the Partnering Agreement

Phase 1 posed a number of questions of participants which were emailed to them. The questions provided scenarios that may require the use of the Partnering Agreement to find an appropriate solution to the problems included in the email. One local government (Mundaring) did not take part in both Phases of the exercise. All local governments submitted their selection of the local government they would first approach for assistance. As expected, there was a tendency (a ratio of 12:8) in approaching the larger local governments of Stirling, Joondalup, Wanneroo and Swan for assistance rather than the smaller LG's, see Further the participants Figure 1 - Where will local governments go first for assistance? at page 8. Further discussion at Phase 2 of the exercise indicated that having the same local governments approached for assistance, particularly in larger emergencies or disaster incidents would not be the most effective means of accessing assistance.

The exercise participants suggested the development of a group similar to an incident support group (ISG), which they titled Local Government Recovery Support Group (the Group) representing all of the signatories to the Partnering Agreement. The Group would have a holistic view of the resources required by one or more local governments and the availability of resources amongst all eight local governments.

Allowing the Group to make decisions was considered by the participants to be the most useful way of selecting where resources should be obtained.



RECOMMENDATION 1 LOCAL GOVERNMENT RECOVERY SUPPORT GROUP: Discussion amongst the attending participants led to an agreement that a group be established of representatives from all eight (8) local governments in a similar manner to an incident support group (ISG). The group will ensure the supply of logistics with the ‘load’ being spread across the eight local governments listed in paragraph 6. The participants were unanimous in their support of this suggestion.

NOTES

- a. The Group need not necessarily have to meet at an Incident Management Teams location; they may even meet by internet, telephone or radio (Zoom or similar).
- b. Recommend that the chair of the Group and as many members as possible should be Local Recovery Coordinator’s. This will ensure the required logistics are quickly located and supplied from the most appropriate local government whilst maintaining an accurate district or region wide record on the transfer and use of resources.

Will choose these → This LG ↓	Bassendean	Bayswater	Kalamunda	Mundaring	Stirling	Joondalup	Swan	Wanneroo
Bassendean								
Bayswater								
Kalamunda								
Mundaring			NO RESPONSE					
Stirling								
Joondalup								
Swan			DEPENDS ON HAZARD					
Wanneroo								

Further the participants Figure 1 - Where will local governments go first for assistance?

Exercise Partner Phase 1 - Part 1: Business Continuity Plans

Participants were concerned that some of the LG’s Business Continuity Plans did not refer to the Partnering Agreement as a logistics resource during emergency incidents or disasters.

The Partnering Agreement should also be included in the local governments emergency management plans, especially the Local Emergency Management Arrangements (LEMA) as a source of additional resources during emergency incidents.



RECOMMENDATION 2 BCP’S: The exercise participants recommend that the Partnering Agreement be accepted and implemented as a (an additional) logistics resource for local governments in their BCP’s and other emergency plans.

NOTE

It was acknowledged by participants that the Partnering Agreement should already be a part of local governments Local Emergency Management Plan and Local Emergency Recovery Plan (i.e. the Local governments Local Emergency Management Arrangements.)

Exercise Phase 1 – Part 2: Legislation preventing assistance

Each of the eight local governments who are signatories to the Partnering Agreement was provided with a fictitious emergency event and a number of queries were presented to them concerning the need to seek additional resources for recovery purposes.

Query ii: *The participants were asked ‘Is there any legislation that would prevent your local government from providing any assistance requested?’*

There was some disparity in the response to this question. Some responses stated there were no issues whilst others named the Health Act, Local Government Act, OSH Act and the Building Act.



RECOMMENDATION 3: That a small sub-group examine the requests for assistance that might occur and advise the committee of the legislative issues that could prevent local governments from actioning requested assistance by another local government.

Exercise Phase 1 – Part 2: activating the Partnering Agreement

Query iii, iv and v.

Participants were asked to nominate the following:

Query iii: ... who is the person in your local government who approves the provision of assistance (local government officer's position?)

Query iv: ... who in your local government would be responsible for the expenditure by your local government in providing assistance (local government officer's position?)

Query v: ... who in your local government is responsible for keeping sufficient and accurate records of these costs?

There were differences in the positions noted for these questions by the participants from the CEO of the local government to mixtures of Managers and Executive. A consensus was reached at the exercise that the best way to overcome the issue of different officers making decisions in different local governments is to refer to the positions as being the *APPROPRIATE OFFICER* or *APPROPRIATE PERSON*. This action will save the Partnering Agreement being produced as a separate document for each of the participating local governments.

The participants also noted that the Partnering Agreement should be altered to reflect the correct process for activating the agreement i.e. requests for mutual aid are to be made from CEO to CEO or the appropriate person from the requestor of support is to contact the appropriate person at the provider of support

Item 5.8. of the current Partnering Agreement states ...

'To ensure that all requests for mutual aid are directed from the Local Recovery Coordinator (LRC) of the requesting Local Government, to the Chief Executive Officer of the Local Government being requested, to Provide Assistance.'



RECOMMENDATION 3: The participants recommend that Item 5.8 be altered to read

'To ensure that all results for mutual aid are directed from the appropriate officer of the Requester of Support to the appropriate officer of the Provider of Support.'

Participants identified that support should be provided through activation of the Partnering Agreement. The Partnering Agreement should be altered to include a clear process; Local Recovery Coordinators should convene where possible and discuss which LG or group of LG's is best placed to provide the physical and or human resources needed. The process to include communication to all parties in the Partnering Agreement that it has been activated (see recommendation 3).

2.2. EXERCISE PARTNERING AGREEMENT - PHASE 2 - SPECIAL IDEAS

2.2.1. COMPREHENSIVE IMPACT ASSESSMENT (CIA),

On who would be best placed to update the CEO of a participating Local Government on the current situation / issues of an emergency incident all participants agreed that the Local Recovery Coordinator is the appropriate position in conjunction or partnership with the Emergency Management liaison officer. The method(s) used depended on the individual local governments communications process.

Most challenging aspects of recovery substantiated from the CIA included staff fatigue, Traffic Management, Waste Management (especially asbestos), and handover from response to recovery via the CIA.

The physical handover from the response phase to the recovery phase using the CIA as the document that provides an extensive handover record and information to the local government. It was felt that due to the CIA being a recent introduction and very few actually used, the document is still not well understood by both HMA/Controlling Agency and LG staff.

IMPLICATIONS FOR LOCAL GOVERNMENT AND THE PARTNERING AGREEMENT

- Is the CIA part of the local government's operational recovery plan?
- Are your local recovery co-ordinator and CEO familiar with this document (the CIA) and understand its intent?
- The Partnering Expectations in the Partnering Agreement should be altered to reflect the correct process for activating the agreement, i.e. requests for mutual aid are to be made from CEO to CEO or the appropriate officer from the requestor of support is to contact the appropriate officer in the provider of support (see recommendation 3.)



RECOMMENDATION 4: The participants identified that there was limited knowledge of how to develop and complete a CIA Correctly and in a manner that is useful and informative to the local government(s) taking over responsibility for the recovery phase of an emergency incident. Training needs to be supplied to all those involved in the investigation and development of a CIA.



RECOMMENDATION 5: Local governments should check their local emergency management arrangements (LEMA) to ascertain whether the CIA has been included as part of the LEMA's operational recovery plan.



RECOMMENDATION 6: Local governments should check that their local recovery coordinator and CEO are familiar with the CIA document and understand its intent. If they are not appropriate training should be provided.

Participants were asked if their local government had the capacity to cope with its legislated requirement to manage recovery of its community following an emergency incident. Nearly all stated they had in the short to medium-term. In the longer term however the general consensus was that they would have to seek assistance either from the State Government or the Partnering Agreement partners.

IMPLICATIONS FOR LOCAL GOVERNMENT AND THE Partnering Agreement

For the Partnering Agreement to be activated all Local Recovery coordinators should convene and discuss which LG is best placed to provide the physical and or human resources needed.

2.2.2. CUSTOMER SERVICE

The exercise participants were asked to look at their own local government organisation with a view of assessing their staff training in customer service. During emergency incidents disasters these particular skills were accepted by participants as necessary when dealing with people suffering from the effects of the emergency incident.

All Local Governments present had good knowledge of their own Local Governments capacity in customer service. They were aware of their own capacity and the number of specific staff trained in this field.

Most LGs said they would engage contractors to deal with excess customer service issues. It was discovered that the City of Stirling has good capacity with its own call centre and may be able to manage a request from other Local Governments.

Participants had knowledge of the Partnering Agreement, but only a couple had intimate knowledge of the detail within.

As expected the larger local governments had more training opportunities with significant numbers of office staff receiving Customer Service training. Smaller LG's added that they would look at using the Partnering Agreement and also contract / outsource communications.

All participants agreed that it was essential that people dealing with those suffering as a result of an emergency incident have the skills and understanding (training) to complete those duties.



RECOMMENDATION 7: Local governments are encouraged to provide customer service training to sufficient staff so that trained staff are available to handle emergency incidents.

NOTE: Look at volunteers to support local government staff.

2.2.3. EVACUATION AND RECOVERY CENTRE (ONE STOP SHOP)

Participants provided a number of methods of adequately staffing evacuation centres and one stop shops including giving sufficient Local Government staff training, using volunteers and ensuring adequate staff is provided by Department of Communities.

Participants had a good understanding of the capacity and capability of their own LG to open an evacuation centre. Participants were not aware of the capacity and capability of other Local Governments in the Partnering Agreement.

LG's present all had animal welfare plans but did not necessarily have plans in place to deal with animals at evacuations centres as this is the responsibility of the Department of Communities.

At a one stop shop staff will be required with customer service training. Liaison with other agencies and organisations will be required at one stop shops.

Evacuation centres and one stop shops open at the same time will require more staff.

Some participants were not aware of the differences between an evacuation centre and a recovery centre. The differences were explained.



RECOMMENDATION 8: Ensure local governments have developed welfare plans in conjunction with the Department of Communities.

Exercise participants recommend that evacuation centre training be undertaken regularly at local governments to ensure staff local government and other agencies are ready to open, manage and close evacuation centres.

IMPLICATIONS FOR LOCAL GOVERNMENT AND THE Partnering Agreement

Ensure your Local Government has developed a welfare plan in conjunction with the Department of Communities.

2.2.4. WASTE MANAGEMENT

- Participants stated that they have arrangements in place with contractors to deal with waste management issues.

North and East Metropolitan Partnering Agreement

- Participants stated that Local Governments have the required expertise to manage technical issues relating to waste management unless they are dealing with a large scale recovery effort. LGs would exhaust in house capacity before seeking to activate the Partnering Agreement.
- WALGA has received funding from the Natural Disaster Resilience Program 2017-18 to work with the State to embed waste management considerations into local emergency management planning and response mechanisms. The information provided by the sector has informed the development of a Tender for a WALGA Preferred Supplier Arrangement for hazardous and Emergency Event Services).
- Exploration of Acts that could be waived to make the waste management process easier especially once it is a declared event for purposes of recovery funding.

Implications for Local Governments and the Partnering Agreement

Is your local government familiar with waste management arrangements and the work WALGA is doing in relation to this? WALGA has received funding from the Natural Disaster Resilience Program 2017-18 to work with the State to embed waste management considerations into local emergency management planning and response mechanisms. The information provided by the sector has informed the development of a Tender for a WALGA Preferred Supplier Arrangement for hazardous and Emergency Event Services.

2.2.5. PUBLIC INFORMATION

From the notes and answers provided by participants it is clear that they were aware of their own local governments Communications Plan and how to activate these plans.

- Participants were aware of the Communicating in Recovery Guidelines. The guidelines have been developed to assist local governments to support organisations and communities, in sending, gathering, managing and evaluating information in the recovery stage of an emergency. They provide:
 - advice about the key functions that are required within a recovery communications team in a large recovery effort;
 - advice about the most appropriate flow of information at particular stages of recovery;
 - templates for recovery communications activities;
 - information on how to activate State Government advice to support recovery communications; and

North and East Metropolitan Partnering Agreement

- information about the Australian Red Cross 'Communicating in Recovery' resource book.

Participants identified that when the Partnering Agreement is to be activated all Local Recovery Coordinators should convene and discuss which LG is best placed to provide the physical and or human resources needed to support. This activation process needs to be documented in the Partnering Agreement.

Implications for Local Government and the Partnering Agreement:

- Do your local emergency management arrangements include a plan for communicating in recovery? I.e. recovery communication plan.
- Have you briefed and exercised with your local government spoke person/s and communication team the recovery communication plan?
- Have you assessed your local government capacity and capability to resource the recovery communications role and/ or functions based on business continuity and workforce plans?

CONCLUSIONS

Recommendations

RECOMMENDATION 1

LOCAL GOVERNMENT RECOVERY SUPPORT GROUP: Discussion amongst the attending participants led to an agreement that a group be established of representatives from all eight (8) local governments in a similar manner to an incident support group (ISG). The group will ensure the supply of logistics with the 'load' being spread across the eight local governments listed in paragraph 6. The participants were unanimous in their support of this recommendation.

RECOMMENDATION 2

BCP'S: The exercise participants recommend that the Partnering Agreement be accepted and implemented as a (an additional) logistics resource for local governments in their BCP's and other emergency plans.

RECOMMENDATION 3:

That a small sub-group examine the requests for assistance that might occur and advise the committee of the legislative issues that could prevent local

governments from actioning requested assistance by another local government.

RECOMMENDATION 4:

The participants identified that there was limited knowledge of how to develop and complete a CIA Correctly and in a manner that is useful and informative to the local government(s) taking over responsibility for the recovery phase of an emergency incident. Training needs to be supplied to all those involved in the investigation and development of a CIA

RECOMMENDATION 5:

Local governments should check their local emergency management arrangements (LEMA) to ascertain whether the CIA has been included as part of the LEMA's operational recovery plan.

RECOMMENDATION 6:

Local governments should check that their local recovery co-ordinator and CEO are familiar with the CIA document and understand its intent. If they are not, appropriate training should be provided.

RECOMMENDATION 7:

Local governments are encouraged to provide customer service training to sufficient staff so that trained staff is available to handle emergency incidents.

NOTE: Look at volunteers to support local government staff.

RECOMMENDATION 8:

- a) Ensure local governments have developed welfare plans in conjunction with the Department of Communities.
- b) Exercise participants recommend that evacuation centre training be undertaken regularly at local governments to ensure staff local government and other agencies are ready to open, manage and close evacuation centres

North and East Metropolitan Partnering Agreement

ATTACHMENTS

- A) Exercise Partner 2018 – Participants
- B) Current edition of the Partnering Agreement
- C) Current contacts for the Partnering Agreement for local governments
- D) DFES Report on Exercise Partner 2018

R.S. (Bob) Phipps

Coordinator Emergency Management

City of Stirling

12 December 2018

ATTACHMENT A - EXERCISE PARTNER 2018 - PARTICIPANTS

Name	LG or Agency	Email	Provided feedback
Graham Haggert	Bassendean	ghaggart@bassendean.wa.gov.au	Y
Binh Luong	Bayswater	binh.luong@bayswater.wa.gov.au	Y
Eric Graham	Bayswater	eric.graham@bayswater.wa.gov.au	N
Michele Rogers	Kalamunda	Michele.Rogers@kalamunda.wa.gov.au	Y
Tim Parry	Kalamunda	Tim.Parry@kalamunda.wa.gov.au	N
Sarah Stampalia	Kalamunda	Sarah.stampalia@kalamunda.wa.gov.au	Y
Nic Parry	Kalamunda	Nicholas.Parry@kalamunda.wa.gov.au	Y

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Merveen Cross	DFES	merveen.cross@dfes.wa.gov.au	Y
Quinta LaRosa	DFES	Quinta.larosa@dfes.wa.gov.au	Y
Derrick Briggs	Joondalup	derrick.briggs@joondalup.wa.gov.au	Y
Ron Spragg	Stirling	Ron.Spragg@stirling.wa.gov.au	Y
Bob Phipps	Stirling	bob.phipps@stirling.wa.gov.au	Y
Chris Brereton	Stirling	chris.brereton@stirling.wa.gov.au	Y
Richard D	Swan	Richard.d@swan.wa.gov.au	Y
Resmie Greer	Wanneroo	Resmie.Greer@wanneroo.wa.gov.au	Y

PARTNERING AGREEMENT

METROPOLITAN NORTH & EAST

RECOVERY GROUP

For

THE PROVISION OF MUTUAL AID FOR RECOVERY DURING EMERGENCIES

November 2018



1. PURPOSE

To undertake the provision of mutual aid between parties to the Agreement, for recovery management during emergencies.

2. PARTIES TO THE AGREEMENT

Town of Bassendean

City of Bayswater

City of Joondalup

City of Kalamunda

Shire of Mundaring

City of Stirling

City of Swan

City of Wanneroo

3. DEFINITIONS

Definitions to terms contained within the Agreement are as per those contained within the Emergency Management Act 2005 and Regulations 2006 and State Emergency Management Policy.

Local Government Chairperson – the person nominated by the Local Government who for the current year has the chair of this committee as described in clause 5.6 below.

Requestor for Support – The Local Government(s) seeking assistance under the terms of this Agreement.

Provider of Support – The Local Government(s) providing assistance under the provisions of this Agreement.

4. PARTNERING AGREEMENT OBJECTIVES

This Partnering Agreement is for the purpose of mutual aid between the parties to the Agreement to undertake the following subject to assessing the impact of the said request for mutual aid on the ability of the Local Authority to assist.

4.1 Ensure all recovery activities are conducted in accordance with the Emergency Management Act 2005 and Regulations 2006 and State Emergency Management Policy.

North and East Metropolitan Partnering Agreement

- 4.1.1 Provide mutual aid for recovery management activities during emergencies to parties to this agreement.
- 4.2 Conduct recovery planning utilising an “All Agencies” approach in accordance with the Local Recovery Planning Guide and the State Emergency Management Plan 2.3.

5. PARTNERING AGREEMENT EXPECTATIONS

- 5.1 To provide where possible both physical and human resources to assist with the recovery management during emergencies. The type of assistance initially is to assist immediate recovery of a short duration. Ongoing protracted assistance, but still in the absence of the emergency being declared a disaster, will be subject to further negotiation and agreement in writing between the parties concerned.
- 5.2 To ensure that the Incident Controller (IC) of the designated Controlling Agency for the incident is advised of all requests for support as soon as practicable, and in consultation with the designated Local Recovery Coordinator (LRC) and the Local Emergency Coordinator (LEC).
- 5.3 To ensure all personnel and equipment provided are covered by the Provider of Support own insurance.
- 5.4 Provider of Support will be responsible for all costs associated with its legislative responsibilities for its employees and equipment incurred during the provision of support unless otherwise agreed in writing.
- 5.5 The Requestor for Support will be responsible for all incidental costs associated with the Provider of Support personnel and equipment such as catering, accommodation, Occupational Health & Safety (OHS) issues, transport fuel and storage.
- 5.6 The position of chair and administrative support of the Metropolitan North & East Recovery Group will be rotated in alphabetical order between parties to this Agreement on an annual basis.
- 5.7 The group will meet at least once annually and at Local Government Chairpersons locality to review this Partnering Agreement and assess its relevance and suitability to the parties and other business relevant to this Agreement and its operation.
- 5.8 To ensure that all requests for mutual aid are directed from the Local Recovery Coordinator (LRC) of the requesting Local Government to the Chief Executive Officer of the Local Government being requested to provide assistance.

6. DURATION AND AMENDMENT

- 6.1 This Partnering Agreement will come into effect at the date of signing by all parties.
- 6.2 This Agreement will remain in place for a period of 4 years or until terminated.
- 6.3 The terms of this Agreement shall not be amended in any respect except by agreement of all parties in writing.

7. TERMINATION

This Agreement may be terminated by mutual agreement of all parties in writing at any time.

8. WITHDRAWAL

Any party may withdraw from this Agreement by giving three months' notice in writing to the Local Government Chairperson (LGC) at any time.

9. NOTICES

Communications in relation to this Partnering Agreement must, unless otherwise notified in writing, be addressed and forwarded as follows:

Chairperson

Metropolitan North & East Recovery Group

c/o (Local Government responsible for chairperson at the time)

10. AGREEMENT

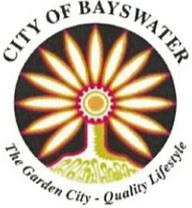
Parties to this Agreement, agree to the preceding provisions in regard to the provision of mutual aid (see next page).

THIS PARTNERING AGREEMENT IS MADE BETWEEN

Town of Bassendean	_____	_____
	Chief Executive Officer	Date
City of Bayswater	_____	_____
	Chief Executive Officer	Date
City of Joondalup	_____	_____
	Chief Executive Officer	Date
City of Kalamunda	_____	_____
	Chief Executive Officer	Date
Shire of Mundaring	_____	_____
	Chief Executive Officer	Date
City of Stirling	_____	_____
	Chief Executive Officer	Date
City of Swan	_____	_____
	Chief Executive Officer	Date
City of Wanneroo	_____	_____
	Chief Executive Officer	Date

ATTACHMENT C – PARTNERING AGREEMENT CONTACTS

Direct contacts at participating local governments – LAST UPDATED 15 September 2018

Local Government	Position / Name	Contact
<p>City of Bayswater</p>  <p>08 9272 0622</p> <p>mail@bayswater.wa.gov.au</p>	<p>1. Local Recovery Coordinator (Michael Worthington)</p> <p>OR</p> <p>2. Deputy Recovery Coordinator (Binh Luong)</p>	<p>P: 08 9272 0641</p> <p>M: 0421 656 762</p> <p>E: Michael.worthington@bayswater.wa.gov.au</p> <p>P: 08 9272 0688</p> <p>M: 0413 289 886</p> <p>E: Binh.luong@bayswater.wa.gov.au</p>

Local Government	Position / Name	Contact
<p>City of Joondalup</p>  <p>08 9400 4000</p> <p>info@joondalup.wa.gov.au</p>	<p>1. Emergency Management Officer (Derrick Briggs)</p> <p>OR</p> <p>2. Manager Asset Management (Sheree Edmonson)</p>	<p>P: 08 9400 4113</p> <p>M: 0416 077 237</p> <p>E: derrick.briggs@joondalup.wa.gov.au</p> <p>P: 08 9400 4576</p> <p>M: 0439 996 918</p> <p>E: Sheree.edmondson@joondalup.waa.gov.au</p>

Local Government	Position / Name	Contact
<p>City of Kalamunda</p>  <p>08 9257 9999 enquiries@kalamunda.wa.gov.au</p>	<ol style="list-style-type: none"> 1. Coordinator Community Safety Services (Tim Parry) 2. Fire control officer (Nicholas Parry) 3. Senior Ranger (Sarah Zulberti) 4. Manager Community Safety Services (Michele Rodgers) 	<p>P: M: 0409 127 968</p> <p>E: tim.parry@kalamunda.wa.gov.au</p> <p>P: M: 0457 548 948</p> <p>E: nicholas.parry@kalamunda.wa.gov.au</p> <p>P: M: 0407 440 946</p> <p>E: sarah.zulberti@kalamunda.wa.gov.au</p> <p>P: M: 0400 424 217</p> <p>E: michele.rodgers@kalamunda.wa.gov.au</p>

Local Government	Position / Name	Contact
<p>City of Stirling</p>  <p>08 9205 8555</p> <p>Stirling@stirling.wa.gov.au</p>	<p>1. Coordinator Emergency Management (Bob Phipps)</p> <p>OR</p> <p>2. Manager Engineering Operations (Ron Spragg)</p>	<p>P: 08 9205 7034</p> <p>M: 0409 918 372</p> <p>E: bob.phipps@stirling.wa.gov.au</p> <p>P: 08 9205 7030</p> <p>M: 0417 966 134</p> <p>E: ron.spragg@stirling.wa.gov.au</p>

Local Government	Position / Name	Contact
<p>City of Swan</p>  <p>city of swan</p> <p>08 9267 9444</p> <p>swan@swan.wa.gov.au</p>	<p>1. Manager (Magnus Ohman)</p> <p>OR</p> <p>2. Fire & Emergency Management Coordinator Heath Stenton</p>	<p>P: 08 9267 9098</p> <p>M: 0427 356 597</p> <p>E: Magnus.ohman@swan.wa.gov.au</p> <p>P: 08 9267 9447</p> <p>M: 0409 102 343</p> <p>E: heath.stenton@swan.wa.gov.au</p>
<p>City of Wanneroo</p>  <p>City of Wanneroo</p> <p>08 9405 5000</p> <p>enquiries@wanneroo.wa.gov.au</p>	<p>1. Community Safety and Emergency Management Officer (Resmie Greer)</p> <p>OR</p> <p>2. Manager Community Safety and Emergency Management</p>	<p>P: 08 9405 5363</p> <p>M: 0402 721 003</p> <p>E: Resmie.greer@wanneroo.wa.gov.au</p> <p>P: 08 9405 5253</p> <p>M: 0400 342 093</p> <p>E: Julie.carlsen@wanneroo.wa.gov.au</p>

Local Government	Position / Name	Contact
<p>Shire of Mundaring</p>  <p>08 9290 6666 shire@mundaring.wa.gov.au</p>	<p>1. Manager Community Safety & Emergency Management (Adrian Dyson)</p> <p>OR</p> <p>2. Coordinator Community Safety and Emergency Management (Craig Cuthbert)</p>	<p>P: 08 9293 6659 M: 0427 010 390 E: adrian.dyson@mundaring.wa.gov.au</p> <p>P: 08 9290 6605 M: 0429 002 025 E: craigcuthbert@mundaring.wa.gov.au</p>
<p>Town of Bassendean</p>  <p>08 9377 8000 mail@bassendean.wa.gov.au</p>	<p>1. Director Community Development (Graeme Haggart)</p> <p>OR</p> <p>2. Director Operational Services (Simon Stewart-Dawkins)</p>	<p>P: 08 9377 8016 M: 0408 069 226 E: ghaggart@bassendean.wa.gov.au</p> <p>P: 08 9377 8002 M: 0417 996 570 E: sdawkins@bassendean.wa.gov.au</p>

Exercise Partner

EXERCISE REPORT



2 OCTOBER 2018

Author Ms. Quinta LaRosa DFES

Context of this Exercise Report: The Department of Fire and Emergency Services District Emergency Management Advisors were asked to develop and facilitate PHASE 2 of Exercise "Partner 2018". Exercise Partner was developed to provide an opportunity for participants to:

1. To test and practice key elements of the Metropolitan North & East Recovery Group for the provision of mutual aid for recovery during emergencies; and
2. Be the catalyst to make amendments and improvements to the partnering agreement or any other relevant document(s) as identified by the exercise evaluation.

Anecdotal observations and Implications for local Government have been made on each inject of the exercise.

Special Idea #1

Focus: Comprehensive Impact Assessment (CIA)

Task 1: Provide a brief summary of the current situation/issues to your CEO. Who is best placed to provide this update?

Did the participants have a clear path towards advising and updating the CEO in mind prior to discussing the matters; especially how and who would provide the update?

Did the participants agree on how to supply the update to the CEO?

Observations Task 1

- Participants all agreed that the best person to update the CEO would be the Local Recovery Co-ordinator in conjunction with the Emergency Management Liaison Officer.
- The way in which this update would be supplied would depend on the process within each individual local government.

Task 2: Based on the CIA what will be the most challenging aspect of the recovery process for your local government?

Were the participants in agreement on the most challenging aspects of the recovery process required for the LG?

Observations Task 2

- Participants were able to recognise the most challenging aspects of recovery substantiated from the Comprehensive Impact Assessment. These aspects included staff fatigue, waste management, traffic management and the actual sign off to local government (handover).

Task 3: Will the LG be able to cope within its own resources and if not what are the arrangements of enlisting outside assistance?

Can the LG cope with this recovery work within its own resources?

If not, what do they understand is the process arrangements for obtaining external assistance?

Observations Task 3

- Most LG stated that their LG has the capacity and capability to cope with his event in the short to medium term. The LG would start to apply the Partnering Agreement (PA) for a longer-term recovery effort.
- Participants stated that for the PA to be activated all Local Recovery Coordinators should convene where possible and discuss which LG is be best placed to provide the physical and or human resources needed.

Implications for Local Government and the Partnering Agreement

- Is the CIA part of your operational recovery plan?
- Is your local recovery co-ordinator and CEO familiar with this document and understand its intent?
- The Partnering Expectations in the PA should be altered to reflect the correct process for activating the agreement i.e requests for mutual aid are to be made from CEO to CEO or the appropriate personnel from the requestor of support is to contact the appropriate personnel in the provider of support.

Special Idea #2

Focus: Customer Service.

Task 1: Does your LG have in house capacity to deal with this issue? Are other staff trained in customer service?

Did the participants have the knowledge of their own LGs to answer the questions or where to find the information required?

How well were the participants prepared for queries concerning the PA? Did they have knowledge of the agreement without accessing the document?

Observations Task 1

- All LG's present had good knowledge of their own LGs capacity in customer service. They were aware of their own capacity and the number of specific staff trained in this field.

Task 2: How will your local government access additional customer service officers to deal with the large volume of calls?

How well were the participants prepared for the queries concerning the PA? Did they have knowledge of the agreement without accessing the document?

Observations Task 2

- Most LGs said they would engage contractors to deal with excess customer service issues. It was discovered that the City of Stirling has good capacity with its own call centre and could manage a request from other LGs.
- Participants had knowledge of the PA but only a couple had intimate knowledge of the detail within.

Task 3: How will the PA be activated in this instance to gain extra support and what is the process for this to occur?

Observations Task 3

- Participants stated that for the PA to be activated all Local Recovery Coordinators should convene where possible and discuss which LG is best placed to provide the physical and or human resources needed.

Implications for Local Government and the PA

- For the PA to be activated all Local Recovery Coordinators should convene and discuss which LG is best placed to provide the physical and or human resources needed to support. This activation process needs to be documented in the PA.

Special Idea #3

Focus: Evacuation Centre and Recovery Centre (One Stop Shop).

Task 1: How will your local government ensure there is enough staff at the evacuation centres?

Were realistic assessments made of the staffing requirements to open an evacuation centre?

Did the participants have a thorough understanding of the resources available in other LGs subject of the PA and what experience/training have they had?

Have LGs got policies or plans to deal with animals brought to evacuation centres?

Observations Task 1:

- Participants had a good understanding of the capacity and capability of their own LG to open an evacuation centre.
- Participants were not aware of the capacity and capability of other LGs in the PA.
- LGs present all had animal welfare plans but did not necessarily have plans in place to deal with animals at evacuations centres as this is the responsibility of the Department of Communities.

Task 2: How can you engage the support of other local government staff and what is the process for this to occur? Who does this? How?

Did the participants know that the PA sets out the process to obtain support from other LG's who are

signatories to the PA?

- Participants identified that support should be provided through activation of the PA. The PA should be altered to include a clear process, Local Recovery Coordinators should convene where possible and discuss which LG is best placed to provide the physical and or human resources needed. The process to include communication to all parties in the PA that it has been activated.

Task 3: Once the evacuation centres are closed and recovery centres are opened, how will these centres be managed and physically manned?

Were the participants aware of the difference in service provided by evacuation centres and recovery centres (one stop shop)?

- Some participants were not aware of the differences between an evacuation centre and a recovery centre. The differences were explained.

Implications for Local Government and the PA

- Ensure your LG has developed a welfare plan in conjunction with the Department of Communities.

Special Idea # 4

Focus: Waste Management

Task 1: Will your local government under its current contract arrangements be able to deal with the volumes of waste across all categories generated by this event?

Who would supply the information and manage the process, including the acquisition of the resources necessary to complete the task.

Observations Task 1

- Participants stated that they have arrangements in place with contractors to deal with waste management issues.

Task 2: What is your in-house level of expertise to manage the technical issues?

From where would this information be obtained? Are the required people available from within LG? if not where do they come from?

Observations Task 2:

- Participants stated that LGs have the required expertise to manage technical issues relating to waste management unless they are dealing with a large scale recovery effort. LGs would exhaust in house capacity before seeking to activate the PA.
- WALGA has received funding from the Natural Disaster Resilience Program 2017-18 to work with the State to embed waste management considerations into local emergency management planning and response mechanisms. The information provided by the sector has informed the development of a Tender for a WALGA Preferred Supplier Arrangement for hazardous and Emergency Event Services).
- Exploration of Acts that could be waived to make the waste management process easier especially once it is a declared event for purposes of recovery funding.

Task 3: Which of your neighbouring local governments has the expertise or capacity you are looking for? How would you request this support? How would you be a provider of support?

Did the participants know the PA set out the process to obtain support from other LG's who are signatories to the PA?

Observations Task 3:

- Participants identified that when the PA is to be activated all Local Recovery Coordinators should convene and discuss which LG is best placed to provide the physical and or human

resources needed to support. This activation process needs to be documented in the PA.

Implications for Local Government and the PA:

- Is your local government familiar with waste management arrangements and the work WALGA is doing in relation to this? (WALGA has received funding from the Natural Disaster Resilience Program 2017-18 to work with the State to embed waste management considerations into local emergency management planning and response mechanisms. The information provided by the sector has informed the development of a Tender for a WALGA Preferred Supplier Arrangement for hazardous and Emergency Event Services).
- Do your local emergency management arrangements (recovery) include an emergency waste management plan?(considerations like the availability and capacity of local waste management infrastructure in your local area, community priorities for recovery, main types of waste generated, capacity of environmental health officers, resource register for equipment)?

Special Idea #5

Focus: Public Information

Task 1: What plans are in place for dealing with public information?

Were the participants aware of their LGs PR and Communication Plan?

Observations Task 1:

- Participants were aware of their own LGs Communication Plan and the process for activating this plan.
- In the recovery phase public information would be managed through the communication sub-committee of the local recovery coordinating group.

Task 2: Will it be sufficient or do you need support from the State?

Observations Task 2:

- Participants were aware of the Communicating in Recovery Guidelines. The guidelines have been developed to assist local governments to support organisations and communities, in sending, gathering, managing and evaluating information in the recovery stage of an emergency. They provide:
 - advice about the key functions that are required within a recovery communications team in a large recovery effort;
 - advice about the most appropriate flow of information at particular stages of recovery;
 - Templates for recovery communications activities;
 - Information on how to activate State Government advice to support recovery communications; and
 - Information about the Australian Red Cross 'Communicating in Recovery' resource book.

Task 3: How will you request support from parties to the agreement?

Did the participants know that the PA set out the process to obtain support from other LGs who are signatories to the PA?

Observations Task 3:

- Participants identified that when the PA is to be activated all Local Recovery Coordinators should convene and discuss which LG is best placed to provide the physical and or human resources needed to support. This activation process needs to be documented in the PA.

Implications for Local Government and the PA:

- Do your local emergency management arrangements include a plan for communicating in recovery? I.e. recovery communication plan.
- Have you briefed and exercised with your local government spoke person/s and communication team the recovery communication plan?
- Have you assessed your local government capacity and capability to resource the recovery communications role and/ or functions based on business continuity and workforce plans?

General Comments

- The PA to be altered to include the process for activation:
 - Chair to activate the PA;
 - Chair to convene the Local Recovery Co-ordinators from each local government for co-ordination purposes.
- The PA to be altered to include definitions relating to short duration (5.1).

North and East Metropolitan Partnering Agreement

- Consider altering 5.8 to identify that requests for mutual aid are directed from Chief Executive Officer to Chief Executive Officer or use wording “appropriate” personnel.
- Reference in the PA to each LGs appropriate officer for approval to release.
- Investigate a potential template for a Waste Management Plan.

ATTACHMENT E – EXERCISE PARTICIPANTS FEEDBACK

At the completion of Exercise Partner 2018 participants were asked to complete an evaluation / feedback document to assist exercise staff in evaluation of the exercise and its conduct with a view to improving future exercises.

Ten (10) participants identified themselves as representing their local government.

	Personal Experience Question	Number of Responses made	Notes
A.	Why were you selected to participate in this exercise?	10	<ul style="list-style-type: none"> All ten people who responded to the question indicated they were involved in emergency management for their local government
B.	Are you the right person from the City, if not please explain who you consider should be at the exercise?	10	<ul style="list-style-type: none"> All ten participants indicated they were the right person to attend the exercise. Three of the participants also stated that there were others from their local government that should have attended. These have been noted and will be included as invitee's to future similar exercises.
C.	Should others be involved from your business / organisation, if so who and why?	10	<ul style="list-style-type: none"> The following were suggested as people / positions that should attend or be involved in exercises in future. Staff from: <ol style="list-style-type: none"> 1. <i>Communications</i> 2. <i>Waste</i> 3. <i>Health</i> 4. <i>Building Inspectors</i> 5. <i>Recovery Coordinators</i> 6. <i>Media/Marketing</i> 7. <i>Executive Officers</i>
D.	What have you personally learned from this exercise?	10	<ul style="list-style-type: none"> Comments made by participants: <ol style="list-style-type: none"> 1. <i>Key actions need to be implemented</i> 2. <i>Met cohorts from other councils. Better understandings of how the MOU will function and what needs to be done to activate.</i> 3. <i>When to utilise agreement and how. Gap analysis of</i>

	Personal Experience Question	Number of Responses made	Notes
			<p><i>current agreement and plans.</i></p> <ol style="list-style-type: none"> 4. <i>Some difference in local governments. The need to test application of partnership docs.</i> 5. <i>More on what other LG's can offer and how and more on how the MOU works.</i> 6. <i>The need for the Local Recovery Coordinator to form an ISG type group to manage this MOU</i> 7. <i>Training is every thing</i> 8. <i>Tips to make the agreement work / more functional. Need to address recovery centric issues.</i> 9. <i>Better understanding of the Partnering Agreement.</i> 10. <i>Better understanding of WA arrangements and the role local governments in EM work in WA.</i>
E.	What would have been useful in preparation for this exercise?	10	<ul style="list-style-type: none"> • Comments made by participants: <ol style="list-style-type: none"> 1. <i>Understanding LG agreements plans etc. very well.</i> 2. <i>Prep was good</i> 3. <i>The exercise was very well done</i> 4. <i>The prior exercises were useful</i> 5. <i>We were able to test our BCP's and make improvements</i>
F.	Do you think that your organisation would be more effective in responding to an event like this in the City tomorrow?	10	<ul style="list-style-type: none"> • Seven participants responded yes • Comments made by remaining participants <ol style="list-style-type: none"> 1. <i>Yes, it hs given staff not previously involved in EM work a better understanding</i> 2. <i>I believe we would, nbut sure a lot more to learn</i> 3. <i>Not more but better equipped to respond</i>
G.	What could have been improved?	10	<ul style="list-style-type: none"> • Four participants marked the feedback - N/A and another, 'Nothing, overall very useful.' • Other comments made: <ol style="list-style-type: none"> 1. <i>You did a great job with exercise. I like the fact that it was run in a workable group format which isof great use to us.</i>

	Personal Experience Question	Number of Responses made	Notes
			<ol style="list-style-type: none"> 2. Full attendance by the LG's 3. Not a lot, met objectives 4. Recommended pre-reading 5. Should responses be for a particular LG or the consensus of the participants at each table.
H.	What would you do on return to your work as a result of this exercise?	10	<ul style="list-style-type: none"> • Comments made by participants <ol style="list-style-type: none"> 1. <i>Discuss with the relevant people in the organisation.</i> 2. <i>Report to management</i> 3. <i>Have a look through our recovery plan as a refresher</i> 4. <i>Engage with co-workers as new information</i> 5. <i>Check with external customer service / waste contract</i> 6. <i>Form more flow charts</i> 7. <i>Brief the LRC</i> 8. <i>We have to start updating our plans</i> 9. <i>Advise other staff involved – go through LEMA again</i> 10. <i>Add meeting on points raised today to my work load, thanks</i>
I.	What would you do / change with your staff and or procedures?	10	<ul style="list-style-type: none"> • Comments made by participants: <ol style="list-style-type: none"> 1. <i>Update LEMA, update procedures, more training</i> 2. <i>Activation process mapped in ProMaps</i> 3. <i>Re-visit Recovery Plans</i> 4. <i>More awareness of LEMA and Recovery</i> 5. <i>Nothing at present – apart from actions from exercise</i> 6. <i>LRC and CEO to all be aware of the agreement and how and when to activate.</i> 7. <i>Review BCP to include assistance from the MOU</i> 8. <i>Provide feedback re the Partnering Agreement</i>

Minutes

Local Government Emergency Management Advisory Group



3

Meeting No. 1

12:30pm – 15:00pm Tuesday, 12 March 2019 (working lunch provided)

Venue: WALGA, Lvl 1, ONE 70 Railway Parade, WEST LEEDERVILLE

Attendees:- Ms Mel Pexton – WALGA (Chair)
Ms Evie Devitt-Rix - WALGA
Mr Adrian Dyson – Shire of Mundaring
Mr Bob Phipps – City of Stirling
Mr Konrad Seidl - City of Perth
Mr Michael Duckett – Central Western LEMC
Ms Myra Giardini – City of Mandurah
Ms Resmie Greer – City of Wanneroo
Mr Peter Hayes – City of Bunbury
Mr Derrick Briggs – City of Joondalup

Apologies:- Ms Shirley Elliott – City of Canning
Mr Graeme Haggart – Town of Bassendean

Purpose:- **Showcase initiatives, learnings and case studies within Local Governments.**
Create resilient communities throughout WA through sharing knowledge and stakeholder engagement.

What's happening around the Regions

Shire of Mundaring:

- BRMP endorsed by OBRM. Applied for MAF and received \$258 000 for 21 projects
- State Exercise Framework, Adrian will be attending.
- Shire of Mundaring have representatives on the Operational Fleet Project Action Teams.
- Membership on the Committee for Animals in Emergencies.

City of Perth:

- Ongoing updates to PCEMC
- Recovery arrangements updated
- Working through the risk treatments from their risk project
- Work continuing on assessment of crowded places. Discussed the development of the CMAP with presentation to follow.
- Reminder that Emerge is available and open to all LGs for use. City of Perth hosting an info session for LGs to learn more.

City of Stirling:

- Requested an update on administration of SES LGGS.
- Ongoing risk project

City of Wanneroo:

- SES ESL ongoing issues
- BRMP endorsed
- Risk register reviewed

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Local Government Emergency Management Advisory Group



- Significant work in fire break inspections
- Joint exercise with City of Joondalup – focus on animals, recovery and media communications
- Purchased a changing rooms/toilets for brigades

City of Bunbury:

- Converting local BRMP methodology to state endorsed BRMP
- Draft BCP endorsed, coming from an EM base.
- Discussions with CBFCOs to extend prohibitive burning times
- Involved in the shark mitigation strategy

Western Central:

- Analysing risk
- AWARE fund for 7 projects
- Discussions on LEMA model – joint or individual
- Discussion on appointment of Chief Bushfire Control Officers for these LGs who are all in gazetted fire district. (*Action – Mel to provide advice*)

City of Joondalup:

- Joint exercise next week with City of Wanneroo
- Hospital exercise next Friday, aligned to LEMC requirement
- Working with DFES regional office to receive bushfire notifications

Member Representation – Committee outcomes

See attachment 1.

Advocacy and Sector Positions

14:20pm – 14:30pm (10 mins)

<p>Role of a CESM</p> <ul style="list-style-type: none">• Peel proposal for a FEMA position	<p>Mel advised group of WALGA Peel zone proposal to seek eligible funding through the LGGs to fund a Fire and Emergency Management Advisor (FEMA) for LGs. Similar in intent to the CESM, but incorporating all EM and BF responsibilities. Whilst the proposal was developed for the LGs in the Peel zone, it was sent to WALGA for consideration and progression.</p> <p>WALGA have had some early discussions with the State to explore this further. An upcoming workshop on LGGs will provide another avenue for these discussions.</p> <p>LGEMAG members shared different experiences with their CESMs and recent discussions on more CESMs being appointed.</p>
---	--

Minutes

Local Government Emergency Management Advisory Group



City Mobile Audit Program (CMAPS) – City of Perth – Konrad Seidl

Presentation by Konrad, City of Perth.

Emerging Issues

- **Traffic Management** - City of Bayswater and Western Central LEMC raised some concerns. WALGA advised DFES District Advisor, Merveen Cross was preparing a paper for SEMC to clarify this issue.
- **SES administration (LGGS)** – Mel will raise this at the upcoming workshop on LGGS with DFES and other key stakeholders. Following this workshop a discussion paper will be developed and circulated.
- **Collective Trauma** – Adrian Dyson raised awareness that hostile act is planned to be prescribed as a hazard under the EM Act 2005. Shire of Mundaring considering some training and/or familiarisation on the Red Cross guide on collective trauma, drawing on the experiences of Augusta/Margaret River from the Osmington incidence. Mel advised that the prescription of hostile act has been stalled with no date scheduled for prescription at this time.

ACTIONS

Action	By whom	Due date
<ul style="list-style-type: none">• Nominate potential guest speakers for LGEMAG meetings to EDevitt-Rix@walga.asn.au	All members	
<ul style="list-style-type: none">• Send update to members following LGGS workshop (reference LG administration of SES for LGGS).	Mel	29 March 2019
<ul style="list-style-type: none">• Develop member representation template to capture meeting attendance and outcomes. This will be prefilled and distributed to members with the agenda. We will take it as read and use time to discuss any pertinent points members wish to highlight.	Evie	29 March 2019

Next Meeting

Minutes

Local Government Emergency Management Advisory Group



Attachment 1: Member representation – committee outcomes

Member representation		
Committee	Outcomes	Member
Interagency Bushfire Operations Committee	<ul style="list-style-type: none"> - Membership includes reps from DBCA, DFES and WALGA. - Adrian provided a presentation that he gave to the Preformed Teams (Level 3). See presentation attached with minutes. 	Adrian Dyson
Bushfire Operations Committee	<ul style="list-style-type: none"> - Met for the first time 21/2/2019 - Membership includes a rep from each ROAC/DOAC - Initial meeting established ToR - This will give WALGA and the state visibility of the issues facing bushfire volunteers across WA and provide an avenue to bridge the gap between LGs, BFBs and DFES. 	Mel Pexton Non voting member
State Bushfire Advisory Committee	This is still to be established. WALGA will have representation on this committee.	TBC
Bushfire Training	Bushfire training package is being redeveloped in line with feedback from BFBs and LGs following the implementation of the Volunteer pathways. The Bushfire Centre of Excellence staff will be consulting with ROACs/DOACs, including LGs in this process to gain feedback on the proposed new package.	Mel Pexton
Bushfire Centre of Excellence	Awarded to Shire of Murray ☺ Mel has been attending workshops to develop the service offering and packages, along with the principles and approaches. More work to be done! You can read more here .	Mel Pexton
SEMC	Meeting held Friday 8 March. Key areas of interest include: <ul style="list-style-type: none"> - Update on lessons management framework - Update on state exercise framework - Interim animals in emergencies support plan was endorsed - Discussion and further work planned on the emerging issue of drones in emergency aviation - Transportation of hazardous materials presentation 	Joanne Burges
Operational Fleet	WALGA represent the sector on the Operational Fleet Project Board. WALGA also have a seat at the operational Fleet reference group, Mel Pexton. Individual LGs reported as having nominated officers or volunteers to participate and join the relevant	Joanne Burges

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Local Government Emergency Management Advisory Group



	<p>project action teams. Periodical communication is forthcoming to all LGs and stakeholders. The latest communication came in March. See attachment to this email.</p>	
LGGS workshop	<p>WALGA will be hosting an initial workshop/round table discussion with DFES to progress a review of the LGGS. Other stakeholders (incl. AVBFBA) are keen to review elements of the manual however, WALGA have a raft of feedback from members regarding the LGGS, which requires consideration and discussion. WALGA commits to providing an update on the first meeting, from which a broader LG sector wide consultation and engagement process will be developed.</p>	Mel Pexton



VOLUNTEERING DURING & FOLLOWING LOCAL EMERGENCIES

Registration kit for spontaneous volunteers



Contents

- Introduction 1
- Scope..... 2
- Background 2
- Expression of Interest process 3
- What now?..... 5
- How the Town of Bassendean will communicate with spontaneous volunteers..... 0
- Reporting lines for volunteers 2
- Appendix 1. 3

Introduction

What is volunteering?

Volunteering can be defined as time, skills, knowledge and effort willingly given for the common good and without financial gain. The term 'volunteering' covers a diverse range of activities and is part of the wider concept of civic participation. It includes formal volunteering that takes place within organisations (including institutions and agencies) in a structured way and informal volunteering, acts that take place outside the context of a formal organisation. The volunteering sector has long been an enabler and driver of equitable growth in Western Australia, and as such has made a significant contribution to the welfare of the local community.

What is spontaneous volunteering?

Spontaneous offers to help during and following a disaster are a growing phenomenon. Spontaneous volunteers are individuals or groups of people who seek, or are invited to, contribute their assistance during/ and/or after an emergency event, and who are unaffiliated with any part of the existing official emergency management response and recovery system. Spontaneous volunteers come from all walks of life and contribute a wide range of skills and experience.

Hazard Management Agencies (HMA) acknowledge that offers of assistance can be productive during rescue and recovery efforts however, an influx of people compelled to assist

can also overwhelm agencies and divert critical time and resources away from priority areas, or even compound the situation where people are putting themselves at risk.

When will I be engaged as an official volunteer representative of the Town of Bassendean?

The Town of Bassendean sincerely appreciates all offers of assistance during and following a significant emergency event however, before you can be considered in any volunteer capacity, formal registration through the Town's Bassendean Volunteer Centre is compulsory. Formal registration not only contributes significantly towards effective mobilisation and support during and following an emergency event, but also towards protecting individuals from liability.

Please note: simply registering does not imply that the Town has engaged you as an official volunteer representative, the registration process is merely an expression of interest and does not cover you under the Town's liability to assist in any capacity of emergency response and recovery activities.

To be considered as an official Town of Bassendean volunteer, the Town will contact you in the first instance to notify you that your assistance is required, and to invite you to participate in a compulsory induction process. Once the induction process has taken place, volunteers will be briefed on the scope of their

Scope

This Volunteer Resource Kit is designed for those who express an interest to volunteer during and following an emergency event. The procedures identified in this kit apply only in circumstances where a response from the *Town of Bassendean* is required to support the appropriate Hazard Management Agency (HMA), or for incidents where the *Town* has a prescribed role under the *Emergency Management Act 2005*. The decision to engage spontaneous volunteers during or following an emergency will be at the discretion of Town of Bassendean CEO, in coordination with the appropriate HMA.

Background

Local Community Emergency Management Arrangements

Under the provisions of the *Emergency Management Act 2005*, Local Government Authorities are required to prepare and maintain *Local Emergency Plans* for the safety of their communities in the event of a natural or human-caused emergency. The *Local Community Emergency Management Arrangements* - the *Town's* principal emergency response and recovery plan - sets out the procedures that apply to all emergency incidents which require a response from the *Town of Bassendean* in support of the appropriate Hazard Management Agency (HMA); or for incidents where the *Town*

has a prescribed role under the *Emergency Management Act 2005*.

Managing Volunteers in Emergencies (MVE) plan

The *Managing Volunteers in Emergencies* (MVE) plan is designed to complement the *Local Community Emergency management Arrangements*; and aims to ensure the appropriate coordination of volunteers, particularly spontaneous volunteers, in the preparedness, response and recovery phases of an emergency event.

Activation of the MVE, and the decision whether to engage the assistance of volunteers during and following an emergency event, will be at the discretion of the *Town's* Incident Management Team.

Registration Kit for Volunteers

The *Registration Kit for Volunteers* was developed as a practical guide for people who wish to express an interest to volunteer during and following emergency event. The kit identifies the compulsory processes in a step-by-step guide to becoming a registered volunteer with the *Town*; as well as the processes for determining whether the *Town* has engaged you as an official volunteer where your assistance to participate in the response and recovery phase has been formally requested.

Expression of Interest process

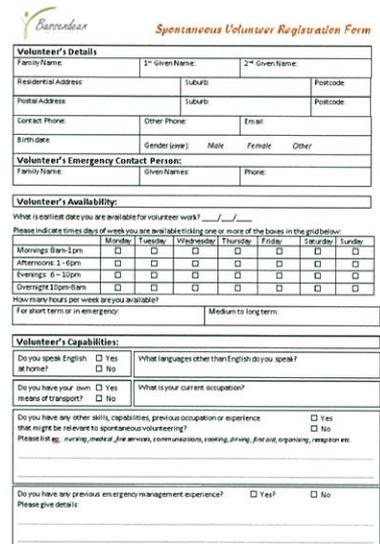
To express your interest to volunteer with the Town of Bassendean, it is preferred that you use the volunteer registration portal on the Town’s website. Registering online saves administrative work for the Town that could be better utilised in the rescue and recovery efforts. To express your interest in registering as a volunteer, please visit the link below:

<https://www.bassendean.wa.gov.au/>

IF YOU DO NOT HAVE ONLINE ACCESS TO THE TOWN’S WEBSITE, PLEASE FOLLOW THE ALTERNATIVE REGISTRATION PROCESS BELOW:

STEP 1:

If you are unable to complete the online registration form, please complete the *Spontaneous Volunteer Registration Form* attached as appendix 1. of this *Registration Resource Kit*, ensuring that all fields of the document are complete.



Spontaneous Volunteer Registration Form

Volunteer's Details

Family Name: _____ 1st Given Name: _____ 2nd Given Name: _____

Residential Address: _____ Suburb: _____ Postcode: _____

Postal Address: _____ Suburb: _____ Postcode: _____

Contact Phone: _____ Other Phone: _____ Email: _____

Birth date: _____ Gender (sex): Male Female Other

Volunteer's Emergency Contact Person:

Family Name: _____ Given Name: _____ Phone: _____

Volunteer's Availability:

What is/are the date(s) you are available for volunteer work? ____/____/____

Please indicate times/days of week you are available by ticking one or more of the boxes in the grid below:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Mornings 8am-1pm	<input type="checkbox"/>						
Afternoons 1-5pm	<input type="checkbox"/>						
Evenings 6-10pm	<input type="checkbox"/>						
Overtime 10pm-8am	<input type="checkbox"/>						

How many hours per week are you available?

For short term or in emergency: _____ Medium to long term: _____

Volunteer's Capabilities:

Do you speak English at home? Yes No What languages other than English do you speak? _____

Do you have your own means of transport? Yes No What is your current occupation? _____

Do you have any other skills, capabilities, previous occupation or experience that might be relevant to spontaneous volunteering? Yes No
Please list eg. nursing, medical, fire services, communications, cooking, driving, first aid, organising, reception etc.

Do you have any previous emergency management experience? Yes No
Please give details: _____

STEP 2:

In some circumstances, the Town may require a Volunteer National Police Certificate to ensure that only suitable volunteers are engaged to represent the Town of Bassendean. With your consent, the Bassendean Volunteer Centre will lodge an application for a National Police Certificate on your behalf. If your Police Certificate shows pending charges, the decision whether to engage your assistance as a volunteer representative will be at the discretion of the Senior Community Development Officer (Volunteers).



VOLUNTEER NATIONAL POLICE CERTIFICATE CONSENT FORM

SECTION A: Applicant Details

Surname/Primary name: _____ Given name(s): _____

Gender: _____ Date of birth: _____ Contact number: _____

Residential address: _____

Postal address (if different from residential): _____

Previous address (Australian address resided within the last 3 years): _____

Date residing at previous residence (if exact date is unknown, please list year resided): _____

Previous/Alma/Maiden Names: _____

Surname/Primary name: _____ Given name(s): _____

Place of birth: _____

Suburb/Town: _____ State: _____ Country: _____

SECTION B: Consent and Indemnity

I certify that I am the applicant named in this form and all details herein provided by me are true and correct. I consent to a check of the records of all Australian Police Jurisdictions and to the acknowledgment of the existence of any court outcomes and/or pending charges being provided to the volunteer organisation as named in this document via a Volunteer National Police Certificate issued in my name.

In consideration of this WA Police releasing an acknowledgment of any court outcomes, pending charges and other relevant matters under this application, I hereby indemnify the State of WA, its servants and agents including all members of WA Police against all actions, suits, proceedings, losses of actions, costs, claims and demands whatsoever which may be brought or made against it or them by anybody or persons by reason of or arising out of the release of any details of any court outcomes and other information recorded against my name purporting to other relate to or concern me.

Volunteer signature: _____ Date: _____

SECTION C: Volunteer Agency Verification

I confirm that I have viewed the applicant's ID documents as per the guidelines and verified that the details contained within this form match the ID. I confirm that I am authorised by my volunteer organisation to submit volunteer checks on their behalf and that I will enter the details contained on this form into the VNPIC online application.

Volunteer agency representative signature: _____ Date: _____

STEP 3

A condition of applying for a National Volunteer Police Certificate is that adequate supporting documents are provided for verification.

The background check requires **one primary** document and **one secondary** document, either of which must contain a photo. Alternatively, **three secondary** documents is also acceptable, provided that at least one contains a photograph.

Please see the list of suitable ID documents below accepted for a Volunteer National Police Certificate:

Primary documents

- Full Australian birth Certificate
- Australian Citizenship Certificate
- Australian or International Passport
- Registration of Descent

Secondary documents

- License or Permits issued under Australian Law
- WA photo card/Proof of Age Card
- Immicards
- Working With Children's Card
- Dangerous Goods Security Card
- Government Employee Photo ID
- Centrelink or Social Security Card
- Department of Veteran Affairs Card
- Centrelink or Social security card
- Tertiary Education Institution ID Card
- Australian Learner's Permit
- Medicare Card
- Property Lease or Rental Agreement
- Debit Card or Credit Card
- Council or Shire notice
- Utilities Bill

STEP 4:

Once you have completed the Spontaneous Volunteer Registration form and National Police Certificate application, please use one of the following methods outlined below in order of the Town's preference for receiving volunteer registration documents:

1. Via email: volunteers@bassendean.wa.gov.au
2. Via post : PO Box 87 Bassendean 6934, Att: Bassendean Volunteer Centre
3. In person to the Bassendean Volunteer Centre (50 Old Perth Road Bassendean

What now?

The town of Bassendean sincerely appreciates the motivation and commitment that has inspired you to offer assistance in a time of crisis and in addition, values the time and effort you have taken to express your interest to volunteer by completing the registration forms.

Please remember that at this point – the initial expression interest and registration process - the Town has not engaged you as an official volunteer representative covered under the Town’s liability to participate in emergency response and recovery activities. If additional

assistance is required from volunteers, the Town will contact you directly and invite you to participate in a compulsory formal induction process.

If the Town of Bassendean does not contact you requesting your assistance, please do not feel offended or think that your expression of interest to assist is not sincerely appreciated. The need for additional support from volunteers will be determined by the Town of Bassendean at the advice of the appropriate Hazard Management Agency.



How the Town of Bassendean will communicate with spontaneous volunteers

The Town of Bassendean uses a variety of communication mediums to disseminate information during and following a significant emergency event. Below is a list of the mediums the Town will use to communicate with potential

volunteers, as well as the general public. If you register as a volunteer with the Town and have provided either an email or phone number, we will endeavour to contact you via this method. However, social media is a highly effective way of disseminating critical information to large amounts of people, so please monitor the Town of Bassendean and Bassendean Volunteer Centre's Facebook pages for live updates.



Town of Bassendean:

mail@bassendean.wa.gov.au

Volunteer Centre:

volunteers@bassendean.wa.gov.au



Town of Bassendean:

(08) 9377 8000

Volunteer Centre:

(08) 93772191



Town of Bassendean:

PO Box 87 Bassendean 6934 WA

Volunteer Centre:

PO Box 87 Bassendean 9634 WA



Town of Bassendean:

<https://www.bassendean.wa.gov.au/>

Volunteer Centre:

<http://bassendeanvolunteer.com.au/>



Town of Bassendean Facebook page

Bassendean Volunteer Centre Facebook Page

Volunteering with the Town of Bassendean

Briefings and debriefings

Those who are engaged as official volunteers under the guidance of the Town, will receive a briefing at the start of every shift to identify roles and activities of volunteers; as well as provide updates on the current emergency situation. Debriefings will also take place to identify what went well, what didn't, and to provide opportunities for feedback and to raise concerns.

Training

In some circumstances, training may be offered or even required to perform certain volunteer roles - this will be at the discretion of the Senior Community Development Officer.

Health & Safety

The Town places high value on the health and safety of its staff, volunteers and residents. During and following an emergency many hazards may be evident or concealed. It is therefore critical that volunteers follow the instructions provided by Town staff or emergency agencies responding to the event. Whilst the Town has a duty of care to ensure your safety, volunteers also have a duty of care to themselves and others. If you receive an injury, even if it is minor, please report it immediately to a Town staff member.

Volunteer support

Following an emergency, the Town recognises that some volunteers may be deeply affected by

their experiences and require ongoing emotional or psychological support. If you feel that you need support, please report this to the Volunteer Centre Manager, Town staff member and/or supervisor so that appropriate support can be offered.

Insurance

Those who are officially registered as volunteers of the Town of Bassendean and are engaged to perform volunteer activities under the strict instruction from a Town representative, will be covered under the Town's public liability and personal accident insurance. However, it should be noted that reckless behaviour may forfeit your right to make a claim where it was found that you didn't follow the instructions of the Town.

Reporting lines for volunteers

During your placement as a volunteer, please report all issues to the Senior Community Development Officer (Volunteers) or a Town of Bassendean staff member. Your concerns will be reported through the following chain of command



VOLUNTEERS



**Senior Community Development
Officer (Volunteer Services)**
(08) 93772191
volunteers@bassendean.wa.gov.au



Director of Community Development



Chief Executive Officer



Emergency Management Committee

Appendix 1. Spontaneous Volunteer Registration Form



Volunteer's Details		
Family Name:	1 st Given Name:	2 nd Given Name:
Residential Address:	Suburb:	Postcode:
Postal Address:	Suburb:	Postcode:
Contact Phone:	Other Phone:	Email:
Birth date	Gender (<i>circle</i>): <i>Male</i> <i>Female</i> <i>Other</i>	
Volunteer's Emergency Contact Person:		
Family Name:	Given Names:	Phone:

Volunteer's Availability:

What is earliest date you are available for volunteer work? ___/___/___

Please indicate times days of week you are available ticking one or more of the boxes in the grid below:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Mornings: 8am-1pm	<input type="checkbox"/>						
Afternoons: 1 - 6pm	<input type="checkbox"/>						
Evenings: 6 – 10pm	<input type="checkbox"/>						
Overnight 10pm-8am	<input type="checkbox"/>						

How many hours per week are you available?

For short term or in emergency:	Medium to long term:
---------------------------------	----------------------

Volunteer's Capabilities:

Do you speak English at home? <input type="checkbox"/> Yes <input type="checkbox"/> No	What languages other than English do you speak?
--	---

Do you have your own means of transport? <input type="checkbox"/> Yes <input type="checkbox"/> No	What is your current occupation?
---	----------------------------------

Do you have any other skills, capabilities, previous occupation or experience that might be relevant to spontaneous volunteering?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please list eg: <i>nursing, medical, fire services, communications, cooking, driving, first aid, organising, reception etc.</i>	

Do you have any previous emergency management experience?	<input type="checkbox"/> Yes? <input type="checkbox"/> No
Please give details:	

Do you have any physical or mental disabilities that you think might limit your mobility or impact your capacity to respond to some emergency situations?

Yes
 No

Please give details:

Do you have a National Police Clearance? Yes? No

Date issued: / /

Do you have a current WA Working With Children Card? Yes? No

WWC Card Number: _____ Expiry date: / /

Do you have a driver's licence valid for use in WA? Yes No

Licence Num: _____ Class: _____ Expiry Date:/...../. Country / State issued:

Please list the sorts of tasks you prefer or would be willing to do as a spontaneous volunteer:

Please list any tasks you are unwilling or unable to undertake as a spontaneous volunteer:

Please list any resources or equipment you have available that you might be able to provide in case of emergency: *eg. personal phone, internet access, other communication devices, passenger vehicle, commercial vehicle, machinery and tools, kitchen.*

Please list any special requirements you may need to carry out volunteer work *eg. dietary, access, rest breaks, mobility device etc.*



VOLUNTEER NATIONAL POLICE CERTIFICATE CONSENT FORM

SECTION A: Applicant Details

Surname/Primary name		Given name/s
Gender	Date of birth	Contact number
Residential address		
Postal address <i>(if different from residential)</i>		
Previous address <i>(Australian address resided within the last 5 years)</i>		
Date residing at previous residence <i>(if exact date is unknown, please list year resided)</i>		
Previous/Alias/Maiden Names		
Surname/Primary name		Given name/s
Place of birth		
Suburb/Town	State	Country

SECTION B: Consent and Indemnity

I certify that I am the applicant named in this form and all details herein provided by me are true and correct. I consent to a check of the records of all Australian Police Jurisdictions and to the acknowledgment of the existence of any court outcomes and/or pending charges being provided to the volunteer organisation as named in this document via a Volunteer National Police Certificate issued in my name.

In consideration of the WA Police releasing an acknowledgement of any court outcomes, pending charges and other relevant matters under this application, I hereby indemnify the state of WA, its servants and agents including all members of WA Police against all actions, suits, proceedings, causes of actions, cost, claims and demands whatsoever which may be brought or made against it or them by anybody or person by reason of or arising out of the reason of any details of any court outcomes and other information recorded against my name purporting to either relate to or concern me.

Volunteer signature _____ Date _____

SECTION C: Volunteer Agency Verification

I confirm that I have viewed the applicant's ID documents as per the guidelines and verified that the details contained within this form match the ID. I confirm that I am authorised by my volunteer organisation to submit volunteer checks on their behalf and that will enter only the details contained on this form into the VNPC online application.

Volunteer agency representative signature _____ Date _____

ATTACHMENT NO. 11

TOWN OF BASSENDEAN

MINUTES

PEOPLE SERVICES COMMITTEE

HELD IN THE COUNCIL CHAMBER, 48 OLD PERTH ROAD, BASSENDEAN
ON WEDNESDAY 6 MARCH 2019, AT 7.00PM

1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member opened the meeting, welcomed all those in attendance and conducted an Acknowledgement of Country.

2.0 ATTENDANCES, APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE

Present

Cr Sarah Quinton, Presiding Member
Cr John Gangell (from 7.10pm)
Jennie Carter, Community Representative
Emily Wilding, Community Representative
Jeanette Maddison, Community Representative
Donna Czekalowski, Community Representative
Shonie McKibbin, Community Representative

Staff

Graeme Haggart, Director Community Development
Salvatore Siciliano, Manager Recreation & Culture
Gabriella Filippi, Cultural Development Officer
Amy Holmes, Minute Secretary

Visitors

Anne Brinkworth

Apologies

Cr Renee McLennan, Mayor
Marie Molloy, Community Representative
Renata Pietracatella, Manager Library Services

3.0 DEPUTATIONS

Nil

4.0 CONFIRMATION OF MINUTES

4.1 People Services Committee Minutes of 9 October 2018

COMMITTEE/OFFICER RECOMMENDATION – ITEM 4.1

MOVED Jeanette Maddison, Seconded Emily Wilding, that the minutes of the People Services Committee meeting held on 9 October 2018 be confirmed as a true record.

CARRIED UNANIMOUSLY 6/0

5.0 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

Cr Quinton encouraged members to come forward with new ideas and anything they would like to discuss. There will be an opportunity at the end of the meeting to raise any issues.

6.0 DECLARATIONS OF INTEREST

Nil

7.0 BUSINESS DEFERRED FROM PREVIOUS MEETING

Nil

8.0 REPORTS

Cr John Gangell joined the meeting at 7.10pm.

8.1 Town of Bassendean's Arts and Cultural Plan 2019-2023 (Ref:COMDEV/PLANNG/3 - Gabriella Filippi, Cultural Development Officer)

APPLICATION

The purpose of this report is for the People Services Committee to endorse the Town of Bassendean's final Arts and Cultural Plan 2019-2023 and to recommend to Council to adopt the Plan.

Jennie Carter spoke on behalf of the Bassendean Historical Society on history and heritage ideas they would like considered as part of the Arts and Cultural Plan.

Committee members are invited to give feedback on the content of the plan by the end of this week (Friday 8 March).

An additional point was made to the Officer Recommendation as follows:

COMMITTEE/OFFICER RECOMMENDATION - ITEM 8.1

PSC – 1/03/19 MOVED Shonie McKibbin, Seconded Emily Wilding, that the People Services Committee:

1. Endorse, in principle, the final version of the Arts and Cultural Plan 2019-2023, subject to minor edits;
2. Recommends that Council adopts the final Arts and Cultural Plan 2019-2023; and
3. **Requests staff investigate a framework that reflects the objectives of the Arts and Cultural Plan to allow interested parties to deliver events in the Town.**

CARRIED UNANIMOUSLY 7/0

8.2 Policy on Transgender and Gender Diverse Individuals

APPLICATION

This is a progress report on action taken to date.

COMMITTEE/OFFICER RECOMMENDATION — ITEM 8.2

PSC – 2/03/19 MOVED Emily Wilding, Seconded Jennie Carter, that the progress report on Policy on Transgender and Gender Diverse Individuals be received.

CARRIED UNANIMOUSLY 7/0

8.3 Community Groups Funding Application

Bassendean Church of Christ – Staging of the “Easter Fair” on Sunday 14 April 2019

In 2018, Council resolved to adopt a new model for community funding - *The Community Groups Fund*. The Fund supports Town of Bassendean community groups, sporting groups and organisations to provide projects, programs, events or activities that benefit residents of the town and the wider community.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.3

- PSC – 3/03/19** MOVED Cr Quinton, Seconded Donna Czekalowski, that the People Services Committee recommends Council approves sponsorship of \$1,000 to the Bassendean Church of Christ for the staging of the Easter Fair event on Sunday 14 April 2019, and a funding agreement be developed and signed between the applicant and the Town.
CARRIED UNANIMOUSLY 7/0

8.4 Projects for the Term of the Committee

COMMITTEE/OFFICER RECOMMENDATION — ITEM 8.4

- PSC – 4/03/19** MOVED Emily Wilding, Seconded Jennie Carter, that the progress report on the Corporate Plan projects be received.
CARRIED UNANIMOUSLY 7/0

8.5 Ongoing Activity Progress Reports

COMMITTEE/OFFICER RECOMMENDATION — ITEM 8.5

- PSC – 5/03/19** MOVED Shonie McKibbin, Seconded Emily Wilding, that the Ongoing Activities Progress Reports be received.
CARRIED UNANIMOUSLY 7/0

8.6 Garage Sale Trail

APPLICATION

The purpose of this report is for the People Services Committee to support the Town of Bassendean's annual participation in the Garage Sale Trail and to recommend to Council for their endorsement.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.6

- PSC – 6/03/19** MOVED Jennie Carter, Seconded Donna Czekalowski, that the People Services Committee recommends that:
1. Council endorse the Town's participation in the Garage Sale Trail for a four year term from 2019 to 2022 at a cost of \$3,791 per annum; and
 2. The cost of the Town's participation be included in the 2019/2020 Budget process.
- CARRIED UNANIMOUSLY 7/0

9.0 **MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

10.0 **ANNOUNCEMENTS OF NOTICES OF MOTION FOR THE NEXT MEETING**

Nil

11.0 **CONFIDENTIAL BUSINESS**

Nil

12.0 **CLOSURE**

The next meeting will be held on Wednesday 15 May at 7.00pm.

There being no further business, the Presiding Member declared the meeting closed the time being 8.33pm.

Arts & Cultural Plan PUBLIC COMMENT - FEEDBACK

Report on the Public Comment stage of the Town of Bassendean Arts and Cultural Plan Project: February 2019

Public Comment Process:

Following the Town of Bassendean's Peoples Services Committee and Council endorsement of the Draft Arts and Cultural Plan, the public comment period was opened between November 2018 to February 2019. The Draft Plan was made available through Engagement HQ and the YourSay Bassendean site, with a survey of questions which targeted specific elements of the Draft Plan to gather more information, as well as broader questions gathering input on what activities the community did support, did not support and for further suggestions of any missing elements.

All previous 93 contributors were notified directly of the draft plan being available for comment. The Project Reference Group was also notified. Facebook posts highlighted the survey's availability. Eden Hill Community Action Group provided feedback on key elements they prioritized.

The YourSay survey site received 93 visitors, with 21 contributors completing the survey fully. Below is an overview of the key results from the surveys, and an indication of how this affects the Draft Arts and Cultural Plan.

Key Comments

The Public Comment response confirmed the cultural elements that contribute to the communities' Positive Sense of Place

"Feedback revealed Bassendean's unique culture comes from (list). What is most important to you? (list below in order of significance)"

1. Its position on the Swan River, the preserved natural environment, its green spaces, trees;
2. Its awesome events that connect the community and make it a welcoming place.
3. Its wealth of creativity in its community;
4. Its history as a significant Aboriginal gathering place;
5. Its importance in transport: river, rail, road and this connection to industry in the region;
6. Its history as one of the first colonial settlements;

Feedback on the plan is positive. Few comments nominated any major criticisms, or activities that they did not support. I will list the key feedback further in this document.

Respondents were asked to rank the three activity areas they would prioritise and support.

The most popular recommended activity recommendation was:

- Encourage Town centre pop-up events: jazz, comedy, long table dinners etc shared across businesses and venues on Old Perth Road

Multiple positive responses were also received for the following activities:

- Ensure all suburbs are serviced with events and activities. (Including Eden Hill possible multicultural celebration);
- Apply an arts lens to all of the towns planning activities;
- Create a new professional arts and cultural network ;
- Aboriginal Cultural program and artists in schools;
- Create collaborative public community cultural development projects between local history collection, historical society and artists to share Bassendean's cultural heritage. Build storytelling into cultural trails including art, colonial and Aboriginal history trails. Janet Megarrity also recommended the following partners to assist in this activity:
 - FAWA (Fellowship of WA Writers- Swanbourne) <https://www.fawwa.org/>
 - Katherine Pritchard Writers Centre <http://www.kspwriterscentre.com/>
 - State Literature Centre <http://www.thelitcentre.org.au/>
 - Writing WA <https://www.writingwa.org/>
- Partner local environmental and community action groups and schools to initiate cultural projects centred on protection and appreciation of the Swan River, bushlands, and the Significant Tree register.
- Review the provision of performance infrastructure in key parks

Singular responses picked out these activities:

- Culture as a pillar in planning,
- Creative community rebrand
- Review of percent for art policy/ ensuring developers have requirement to incorporate positive cultural social impact,
- Through partnerships, expand school holiday arts and cultural activities for young people
- Increase retail sales and commissions through shared subsidized space at monthly markets...spaces.

Support for the Town Centre activation was interrogated further by asking "Pop-up mini-festivals on Old Perth Road as partnerships between local businesses and performers have been recommended. Suggestions include jazz, comedy and contemporary music festivals. Do you have any other suggestions of festivals you'd like to see explored?"

Responses included:

- Children's entertainers/ Anything for kids
- A performing acts/sports/activity based youth festival would be nice (perhaps in conjunction with local musicians/bands?), ie with reps from various surrounding

schools.. The local primary schools, plus high schools: ie Cyril Jackson, Governor Stirling, Kiara College, Hampton, esp their specialist programs, ie dance, football, cheerleading, music programs etc

- Festival of light, Chinese New Year, Other cultures significant celebrations/ St Patrick's Day for us irish
- Local history festival including guided walks, photographic and video installations and tours of buildings in town that aren't open to public e.g. old fire station, St Michaels school (old convent), Bassendean Oval.
- 'Maker' movement style pop-ups where people are incorporating STEM and arts.
- I liked the swing dancers at the Maylands St festival / they had all ages and abilities. / Latin dancing! We could have a carnivale! /
- Small urban choirs, folk and bluegrass would be fun. / Drumming/ A jazz mini-festival would be amazing
- Circus would be cool but maybe by the river?
- International Day of People with Disability
- visual arts trail
- Festival of the Recycled Repurposed Reused
- Writers festival
- a travelling three course meal jumping between different businesses down the street/ Pop-up dinners in old buildings throughout Town
- A carefully curated events program in a town centre can amplify the local economy, connect the community, and raise the profile of the place to the broader public. A range of events that vary in scale and style, designed for local demographic should be programmed by the ToB, town teams and/or businesses (or together in partnership). Events and activities must be carefully designed to cater for the range of people who visit Bassendean's town centres. Active and engaging public spaces attract people and encourage them to 'linger longer'. The Town should recognise the value of engaging visitors to stay longer and an Activation Schedule should be developed to facilitate this. The ToB needs to prepare an activation program for each of its town centre public spaces.

The interest in the expansion of activities in all suburbs is confirmed through the response to this question:

"You told us arts and cultural events connect the community and are good for health and well-being. Our major events often focus on the Town Centre or at key open spaces such as Sandy Beach, BIC and Ashfield reserve. Do you support the development of more events for Eden Hill and Success Hill areas?"

66.7% supported the development of more events for Eden Hill and Success Hill areas. 33.3% did not.

The Eden Hill Community Action Network independently sought feedback on aspects of the Town of Bassendean's DRAFT Arts and Cultural Plan that related specifically to Eden Hill. This feedback was gathered by undertaking a number of polls on our Facebook page. This feedback is outlined below.

'Evidence shows that the events are mainly focused in Bassendean Town Centre, or Ashfield. Few events take place in the Eden Hill area. There is a strong call for more activities to be planned for Eden Hill residents in the open spaces of Mary Crescent or Jubilee Reserve'.

Do you support this statement?

Response	Number of Responses	% of Responses
YES	58	97%
NO	2	3%
Total	60	100

Feedback indicated an 'Inequality between suburbs and a need to increase activation in Eden Hill.'

Do you support the recommended activity to 'Ensure all suburbs are serviced with events and activities?'

Response	Number of Responses	% of Responses
YES	47	96%
NO	2	4%
Total	49	100

One of the recommended activities in the draft plan is 'Build on existing local multicultural celebrations and groups to create new event in Eden Hill.'

Do you support this recommendation?

Response	Number of Responses	% of Responses
YES	35	100%
NO	0	0%
Total	35	100%

Appreciation of diversity of cultural expression

- Western Australia's population is a rich mix of diverse cultures. Bassendean is no exception, but you may be surprised to hear that the biggest growth of new residents is from Indian, Philippine, Vietnamese, Chinese and Malaysian backgrounds. Our children are celebrating this cultural richness through school celebrations, cultural exchange and sporting team collaboration. Have you attended any multicultural celebrations previously? If so, what were they?

Only 33.3% had attended a multicultural celebration before, 66.7% had not.

Those that had attended an event before included the Multicultural Food and music Festival in Mary Crescent reserve, the Italian Fiesta in Old Perth Road, Chinese New Year celebrations, Diwali, and events held by Chung Wah Association, the Indian Ocean Arts Foundation, the Chinese Chamber of Commerce, AmCham, and the Birukmarri Gallery,

Impact on Draft Arts and Cultural Plan:

Information supports the current Plan's recommendations to expand events in Eden Hill (including exploring multi-cultural celebrations) whilst balancing the need to create Town Centre activation.

The consultation for the plan revealed an interesting result in popularity of the Town's existing events in a cultural and community importance sense. Consultation supported the "social" goal of the event program, aiming to increase a sense of belonging, shared cultural heritage, community connection and a positive sense of place. The Arts and Cultural Plan respondents valued the Old Perth Road Monthly Markets, Relax Workshop Program, Visual Arts Award and the Telethon Community Cinema most highly. But it also revealed a desire for the community to be more empowered to run their own events, for local entrepreneurs to be supported to run events in the area. The Public Comment Survey asked questions to investigate this further:

- **Consultation told us you would like to run more of your own events. Do you support the Council commissioning more independently run events?**

90.5% support the Council commissioning more independently run events. 9.5% did not.

- **What would improve the events to grow the opportunities for the community to connect?**

Key comments:

- I'd like to see independent events held in collaboration with the town so the Town can work on the community development side and build the skills, knowledge and networks in the community so that they are sustained. Bringing in isolated events might not have the same opportunities. So maybe it could look like some community workshops leading up to an event or something?
- Links to bigger events: FringeWorld festival, Awesome Children's Festival,
- Cultural events grant program that facilitates and encourages communities, artists and creative organisations to activate the area. (Multiple answers),: a simplified relationship between Council processes and community.
- Cultural tours, historical tours, environmental initiatives
- Localised smaller neighbourhood events
- Development meeting where people are brought together - who already activate events, programs - to join forces and work on a more in-depth program.

- Creating environments that demonstrate how welcome Aboriginal community is. Using language to name streets or places of significance, having Aboriginal learning centre in the shopping precinct where people can come together to learn more.
- More awareness of events - you already do social media but how about a calendar on the website / email subscriptions.
- **Have you experienced any access barriers to attending Bassendean's community and cultural events?**

Mostly no, but a couple of comments:

- no matting on grass events. Limited amount of ACROD parking. Poor lit areas where events are held
- The issue is more so about pathways around the suburbs than at the event
- **Consultation told us that more capacity building in community event planning and management would assist you hold your own events. Training sessions on the following themes have been suggested, what order of priority would you assign to them?**

1. Introduction to Event planning and management;
2. Funding and sponsorship development;
3. Promotion;
4. Risk planning and mitigation;
5. Evaluation and database interactions.

- **Are there any other themes you would like to see training sessions built around?**
- Developing culturally inclusive programs, building social impact and community development into events
- collaborative opportunities
- Indigenous culture, environmental protection
- Something similar to Vincent soup or vic park soup. Guest speaker sessions similar to Future Bayswater. Also any sessions that are presented need to be live streamed to increase participation
- The most common reasons why many community events do not realise their expected participation/response levels, and how to ensure a better outcome.
- What skills & at what levels, & what experience, are essential to successfully organising a community event. And where to find/achieve them.
- **The Relax program includes cultural and recreational workshops. This plan indicates a community desire for more ecological education. What activities would you like to see the community engaging with to protect the Bassendean environment?**

- How to improve my garden so it uses less water, doesn't run any nutrients off and can successfully grow plants that will support native birds and animals. I really like the verge planting program and would love to see more of this (helping people develop great verges, encouraging street and backyard trees). Campaign of getting residents involved in the backyard bird count. We could be the best LGA in the state for building an urban environment that reduces heat, energy use plus encourages biodiversity
- Encouraging residents to clean their own verges, their own environments rather than expecting the council to do everything. Incentive could be a free workshop with council officers who look after verges to talk about what to do. Free hire of equipment.
- Recycling material workshops and how to make the most of these materials by transforming them into new products/ideas. (Recycling comes up multiple times)
- Tree planting, native plants, verge planting, weeding natural reserves (multiple comments),
- sessions from the Swan River Trust and Bassendean Preservation Group to open up the knowledge of the organisations and have opportunities to participate /gain knowledge re environment. clear policy from Town of Bassendean re preservation of trees and environment so new developers cannot destroy the environment

The feedback supports the Draft Arts and Cultural Plan's emphasis on empowering independent and community run events through simplifying Council event and funding/sponsorship processes, as well as a series of capacity building training seminars.

The feedback also supports the notions of balancing events with longer term investment and establishment of community cultural development projects increasing the involvement and awareness of heritage, environment and creativity.

The Public Comment Survey also showed support for broader cultural change at the Council in how it views the importance of arts and culture to the community.

The following question was aimed at confirming the communities' focus for the cultural outcomes around: Stimulation of creativity

- **Consultation revealed the community values arts and culture for health and well-being, and that it is important for our children to participate in and learn creative skills. This plan recommends Council create opportunities for the following. Order of priority:**
 1. Learning about Aboriginal culture
 2. Arts and cultural workshops during school holidays;
 3. Creating projects where children have input to public art and play ground designs;
 4. Artists in residence in schools;
 5. Installing staging facilities in some parks for schools performances in public;

6. Involvement in writing stories based on the history of Bassendean and its environment;

This list gives renewed support for the future focus and priorities of this Plan. It supports the broader strategic notions of creating an Aboriginal Cultural Program on a variety of levels, linking the Aboriginal Advance Group, Reconciliation Action Plan and key stakeholders to increase cultural awareness.

It also indicates more support for “apply an arts lens” to all of the Town’s master planning, public developments, public assets, playground installations, open space enhancement. It should be remembered that there was strong support from the community for the Council to request developers contribute to a fund for large scale projects.

Further information for views on public art in the community were also gauged exploring the cultural outcomes around “Experience of aesthetic enrichment” The original consultation showed an overwhelming support for more public art across the Town, 97% of respondents. We tested the belief that the community wanted involvement in the creation of works, as well as the need to direct projects to explore “shared cultural heritage”.

- **Survey respondents overwhelmingly supported more public art for Bassendean. Would you prefer to see:**
 - Works created by professional artists; 9.5%
 - Works created by professional artists with the community; 19%
 - Both; 71.4%
- **Murals and street art were the most popular responses for public art. Can you nominate appropriate sites that a mural could be installed?**

A number of responses nominated Old Perth Road and Railway sites:

- Building walls on Old Perth Road facing the train station. So visitors can see the murals as they exit the train station and enter Old Perth Road. Anything down Old Perth Road would be great to liven up the area.
- Old Perth Road, Bassendean train station, Bassendean Oval, Bassendean Industrial Area, Bassendean River Foreshore.
- council chambers, Buildings cnr Kenny & OPR, Australian scene mural would be good, side of senior citizen’s Hall, back of council buildings 48 OPR.
- along the railway line walls, Guildford Road near Old Perth Road lights, I’d also like to see sculptures from Martin Jaine on display in Old Perth Road and along the railway line eg at Success Hill station.
- Any blank wall on commercial property e.g. side of Bassendean Signs building, back of Padbury’s building (where carpark is), side of Ashfield IGA; side of apartment building that houses Old Lira.

- Underpass between Railway Pde and Guildford Rd. (1 mural at one end of it currently). On the appallingly ugly old Commonwealth bank building on OPR. Wall of building (Real estate?) on the corner of OPR and Guildford Rd, ie wall facing Guildford Rd. More shop front ala Bassendean Oriental along OPR, ie small one- plant related, in keeping with their theme inside - on front wall below window on O2 Cafe? wall of Lou's Hairdressers would be a prominent site from OPR. Corner shop on James St, side of dentist next to Dr Saint's clinic, along the laneway next to it. Old post office building.

A couple of responses suggested alternative approaches:

- The entry into old Perth road on the side of the Jones and Co Building. Murals are great but Perth has reached peak mural, there are so many other things that could be considered and that would encourage more people into out town centre, ie projection onto the building, interactive public art that encourages children's play.
- If you are going to create a mural I would recommend a digital program that brings to life the town centre at night. Light the trees, create movement in the ground and have stories told of the rich heritage of the town that would create a point of difference.

Other suggestions:

- It would be great if the pink (now orange!) deli (cnr Walter Rd & Iolanthe) was completely covered in murals as it's a complete eyesore at the moment!
- Ashfield senior citizens/ childcare buildings. Side of Library.
- The bridge on Lord Street just before it intersects Guildford Road.
- Parks off north road

Impact of this feedback on Draft Cultural Plan:

Commentary supports strongly the recommended activities in the Draft Plan that increase the influence of arts and cultural approaches to building the communities connection to each other, to other cultures and to their own environment and surrounds. It strengthens the need to review the current Public Art Master Plan to shift a focus to identifying important cultural sites and stories and commissioning community projects working with professional artists to create murals and other arts installations in the environment.

In order to diversify the local industry profile, increase creative industries and micro-businesses in this well- connected area, the Plan suggested the formation of a new informal professional network. This was identified by some as important and a priority, and by some as something the Town may not have the expertise to implement, without key partnerships in the professional creative sectors and in education. The survey asked:

- **The consultation called for a new creative professional network. This network will be a source of skills development, knowledge exchange, research and consultation about how business development can happen, and how home-based businesses in Bassendean can thrive. What ideas do you have for interesting speakers and topics?**
- FORM do great things in this area and they have amazing speakers from all over the world. If they brought someone like Paul Collard (focuses on creative education for young people) why not host the event in Bassendean.
- Denise Fisher is an artist based in Mandurah who has galvanised the artistic community there to create tiny shops on wheels. This means they can create pop up retail areas anywhere and at anytime. She has done a great deal to inform and increase the creative output in Mandurah.
- Charles Laundry offers great insights into how to make cities creative, he is incredibly inspirational too.
- Mayor Fremantle has done a great deal to activate his City, bring him in to speak about his approach and value in this area.
- Gill Nicol Director of Audience Engagement at MCA, Sydney has created some excellent touch points for audiences which can extend beyond a gallery environment. She is also practical and sensible in her approach.
- Jonathan Holloway, Artistic Director of Melbourne Festival and previously PIAF, inspirational and invigorating and knows how to create energy and buy in from all sectors of the community.
- Patrick O’Leary, ED of Pew Charity Trust who works with Aboriginal communities to manage environments as they know how to look after the land to achieve sustainable outcomes.
- Barry McGuire knows his Aboriginal community well and can bring insights that all would benefit from.
- WAITOC, Aboriginal tourism is important to the economy, what can Bassendean offer in this arena.
- Increasing Inclusion, Celebrating all Abilities.
- Recycling.
- Existing local small business owners.

The level of content provided indicates a highly professional, business development focus for this network, one that will need local business, educators, professional sector reps to be empowered to create. There are a number of local organisations in existence that have indicated they would play a role in this: Cyril Jackson Artshouse and team (with further resourcing), Bassendean Arts Community (indicating recent incorporation), potentially Artsource (who run Ashfield studios in the region), and the Town’s own Economic development team, and the focus on local industry development.

The team at Cyril Jackson are currently partnering Artsource and have achieved philanthropic and Government funding for an artist in residence program. This is an important partnership that could provide the town with an important start to the development of a broader artist in residence program, and to assist with programming professional development sessions for the creative network.

Cultural and Creative Industry strengthened?

- **Innovation in creative industries often comes from multi-skilled collaborations. Is there any local industries/businesses that would benefit from a creative residency?**
- What about vets? It would be cool to work with the people who did the dog breakfasts and vets or other animal related services to celebrate the ways dog parks encourage interaction but also we have horses (!!!!) and crooks and all sorts. Encouraging responsible pet ownership and outdoor activity and celebrating furry/feathered/scaly/slimy friends!
- Drs. Practitioners, having an artist in residence there could bring about a space that weaves health wit(stories and beauty. Or the street doctor - that is very cool
- If we're looking at developing industries - what about architecture and urban planning that focus on low cost, sustainable, community building design? If we're meant to have a 60% increase in residents there's a good chance that will mean the loss of a lot of trees, gardens and space that make Basso so special. It would be cool to have community self builds (like hedgehog in Brighton UK) and a tiny house (for backyard builds) developed here as part of a creative industry hub
- Or we have great cafes -what about hospitality? Including people like meals on wheels/ Local cafes, cork and bottle pub which takes a great artisan approach to its cocktails, could be some innovation around that./ Perhaps at the local shopping centre?
- **If temporary spaces were available for pop-up activities, do you have a creative idea that you could undertake? What would you do?**
- Number of "art" responses including: There could be a community interactive space. Ie an interactive art area where people could paint/draw. Perhaps something with natural materials.. Ie a collaborative natural mandala?
- Make merit badges for people out of upcycled cloth and embroidery for cool things they've done in the community - like having an awesome garden or being a great neighbour or making a cracking piece of community art or helping mentor learner drivers, telling the worst joke in Basso, encouraging a bunch of people to walk every day. Stitch together and look for good things happening! They don't have to be fancy!
- Handy Andy fix it cafe (could tie in recycled equipment) Or Handy Anna alterations/repairs Sewing café
- kids festival. New years eve street party or park event would be fun. Could do a kids countdown at 8pm

Industry based creative residencies can allow for innovation across all partners in the relationship. This survey and its responses does not reflect the rigour, and true research and development that can occur with the right pairing of industry and "creative". This would require a more qualified approach, the manufacturing, mining and construction, health and education industries that exist in Bassendean would need to be explored to find a nexus between future development ambitions, and opportunities for creative research and innovation.

Impact on Draft Arts and Cultural Plan?

These strategies and activities will need a professional sector response, partnerships with peak bodies, and a creative industries development focus if economic growth is to be achieved. The project may not be reaching the professional artist and creators in Town that it needs to, and this would need to be addressed before a network and a professional residency program is developed.

What was not supported?

The majority of respondents indicated they were supportive of the whole plan and level of priority. Only a few indicated activities they did not support:

- 2 respondents did not support the Council focusing on developing retail opportunities for artists, and would prefer redirection to benefits to community;
- 2 respondents don't support the development of a new professional creative network;

Other singular responses include:

- Mural art as an only focus for public art;
- Expanding of school holiday programming.
- Review events as part of daip process (this should already be happening)
- Explore the cross-overs between environmental and cultural activities as part of the Relax Program
- Consider re-branding the Town of Bassendean as a "creative community" in recognition of the high number of creative industry professionals in residence

The low response rate leads to an understanding that for some this is not the priority . There was not strong opinion that any of these activities should be cut.

What has the plan missed?

- I'd like to see the town using school groups for entertainment and performance in events in order to give kids performance experience. For example when I was at school my choir and then later on my brass band both were involved in performing for community activities. From Christmas carols to just general musical performance.:

Consultant Comment: this was the intention contained in recommendations for the Natural Environment 2.3 Ensure the open space is attractive and inviting. This should be strengthened in the wording.

- Seniors and reducing social isolation, like to see Cyril Jackson really involved
Consultant Comment: Certainly more cultural activation and a more welcoming, inclusive environment was raised when discussing the Senior Citizens Centre. Will include under Social: 1.2 Ensure all community members have the opportunity to be active, socialize and be connected.
- Is creating a divide between sports and arts, are they all part of Bassendean culture and shouldn't be separated?

Consultant Comment: the brief for this project indicated an Arts and Culture focus, and not to broaden into recreation and sport. A definition can be included at the introduction to the final published document.

- I'd like more emphasis upon retaining the heritage and historical settings/places of the Town- open register and recognition of the unique nature of many of the older homes. More historical talks from the history society, not just from Janet Meggarity in the library- who does a great job.

Consultant Comment: the value of the heritage environment and buildings was central to the consultation, and plan has erred towards activating the communities awareness of the value of significant sites, trees and stories. The original brief focused on arts and cultural content and this plan references importance of heritage but is not a heritage plan.

- not seeing much representation about quality of work; engaging communities and having rich cultural experiences are important. Often the process or engagement is what brings the value and I completely agree with that. It is as important to emphasis quality experiences, quality artistic practices and quality events.

Consultant Comment: a valid point and one which needs addressing in the document.

- The multi-cultural element seemed a little under developed, would like to see more about how these communities are going to be encouraged to come together.

Consultant Comment: This is a more strategic level document, and the responses to this query sit in an operationalized action plan.

- More encouragement for eateries along the river.

Consultant comment: interesting, but outside the scope of this plan?

- Couple of comments around improving the measurable outcomes. The measurable outcomes don't read very well and are quite unclear. Doesn't provide clear outcomes, timeframes, responsibilities, performance measurements to increase accountability. May be worth checking out the city of Vincent place plan for some inspiration.

Consultant Comment: The City of Vincent's Place Activation Plans are excellent, and are still in development for each focused centre. However they do provide a good outline of measuring success of the activities and are well worth consulting. Agreed that more distinct measures are required in final plan, Culture Counts and Cultural development Network have provided metrics that the Town can apply.

- Resourcing and expertise in the Council to follow through with Plan?

Consultant Comment: The staffing and budgeting of these strategic recommendations becomes part of the Council's future operational planning. The plan recommends a shift to external events, a longer term planning cycle for some elements in order to apply for State and Federal Government grants, and a review of the time involved in managing and implementing such a large scale events program.

- **Is there anything else you'd like to add?**

- I would like to point out that the artist in residence should be available for ALL schools in the area. Not just the public ones.
- 60% is such a huge influx of people... I think adding some people to the team at the Town to work on the arts, wellbeing, social cohesion, planning, environmental work would be worthwhile (worth a rates increase!).
- Very worried that the trees, creative community and relaxed atmosphere will be lost with development. We need to be careful that the plan builds the community, but doesn't gentrify it so the people who have lived here for generations can't afford to live here any more.
- Good start and builds from the community which is good to see. But lets see some expression about striving for excellence.
- I don't disagree with anything in the plan but it is very extensive and my primary concern is that it will lack focus and too much time will be spent talking about what we should do rather than getting on and acting on some of the recommendations. Needs prioritisation and regular monitoring. Hopefully the results from this survey will help moving forward in this direction
- There's no mention at all about town teams and the direction the Town of Bassendean is currently heading with the support of developing one. I see this as an integral component of achieving positive buy in from the community

This report and revised plan were presented to the Town of Bassendean's People Services Committee meeting on 6 March 2019. The following feedback was received and considered by the consultant:

The management committee of the Bassendean Historical Society has briefly discussed the plan. May we request an amendment to the summary of activities in table item 1.1 to strengthen the focus on history and heritage and its importance to the Bassendean community?

Suggestions are:

1. 'Recommended Activities' should be kept at a high strategic level rather than detail specific events.

2, Reword the first paragraph to include history and heritage. This will allow future community history based activities and events to be more easily linked to the Town's plan. With this in mind, could the first paragraph be redrafted, perhaps along the following lines?

"Encourage collaborative community cultural development projects between the Local Studies Collection, the History Society, and interested groups to collect, preserve, and provide access to the history and heritage of the district. Foster partnerships with Indigenous organisations and individuals to bring to a wider audience the history and the stories of the Noongar people of this area."

Attached is the document I presented at the meeting this evening.

Many thanks.

Jennie

Consultant comment: Recommended activities outline broad approaches to achieving the higher-level strategic goals, and should be read as linked across the whole plan. I have reworded the specific mentions of Local Studies Collection, and the Bassendean Historical Society as well as included the action based “collect and preserve”, however, I believe the role of artists (including the broad sense of artists: writers, theatre makers, musicians and film makers) in interpreting collection material for public engagement shouldn’t be lost in “interested groups”. There is a strong support for Aboriginal cultural partnerships across all areas of the document and does not need re-stating in this “recommended action”.

Comment on Arts and Cultural Plan 2019-2023

Page 1 *Introduction* states that the Community’s Vision is:

A connected community, developing a vibrant and sustainable future built upon the foundations of our past.

Although touching broadly on some of the issues, there were no specific history and heritage activities or events identified in the plan despite statements about their importance to the people of Bassendean. In this respect the plan seems to be hampered by being both too ambitious and yet too limited.

The question that needs to be addressed is: **What would people interested in the history of Bassendean expect to see in a cultural plan for the Town?**

1. Opportunities to learn about the history and heritage of the district.
2. Understanding Noongar history both before and after first contact.
3. Tangible links with the past (places, buildings, artefacts, documents, stories, photographs, oral histories, exhibitions, displays, interactive tools).
4. Public or accessible artworks that express aspects of our shared history.

Consultant comment: The document puts history, heritage and Aboriginal culture at the heart of Bassendean’s unique culture, clearly at the front of the document. Issues 7,8 and 9 link directly to the statements above. The Cultural Outcome to be measured here is “Sense of belonging to a shared cultural heritage”. The four specific ideas above are included across the plan:

1. Included in the recommended actions under 1.1,: collaborative, public ccd projects based on the history and heritage of the area;

2. Also 1.1 and including more overtly Aboriginal history, culture and language in cultural trails around the district; and in 1.2 under the “cultural diversity appreciation” outcomes: with the Aboriginal Cultural Program.
3. The tangible links mentioned here are expressed in the document in 1.1 and the cultural trails, and public ccd projects linked to the history of the area; and 3.3 with an alignment of the Public Art Master Plan to the significant heritage trails and sites.
4. 3.3 Alignment of Public Art Masterplan and heritage trails and sites. It also states connection of commissioning to “shared cultural heritage” values.

At present there are significant history/heritage projects to which the Town is already committed, none of which appears in the plan.

The proposed renovation and refurbishment of the 1 Surrey Street house and the Pensioner Guard Cottage will provide vital opportunities for historical exhibitions and displays. The plan should articulate strategies which would add value and enhance community use of the interpretation space. As a corollary there needs to be clarity around how the visitor experience will co-exist with a child health clinic.

During the Arts and Culture Plan consultation phase members of the Bassendean Historical Society did suggest some practical activities and events that can be implemented within a short timeframe. They can also be measured for reach and success and would not require much staff time or specific funding.

- Consider what can be done to help local organisations, like the Historical Society, get the word out? The Town has the *Bassendean Briefings* which is delivered to all houses so could there be an occasional, but regular column of information about the history of the district. Members would be happy to provide copy.
- Support from the Town for the Society to host a series of public talks and presentations on aspects of history and heritage.
- Produce a calendar of events for important dates in our history.
- Support the development and promotion of guided history walks and self-guided trails.
- Encourage the engagement of community volunteers so that the cottage could be opened to visitors more than once a month. The Historical Society can assist in training volunteers and supplying them with resource materials.
- When the refurbishment is underway, update the information panels in the cottage as they contain errors of fact. Both the Historical Society and the Pensioner Guard Group would be willing to assist with information sources.
- Town support for the Historical Society to provide information to schools which include local history and family history topics in the curriculum.
- Increase support for the Local Studies Collection to enhance its oral history program.

- Commission public art around the town which shows aspects of our history. As an example, the panels at the train station and those at Success Hill were created many years ago and may need to be refurbished.
- Assist with producing information materials – for instance the plaques set into the pavements around the Town which were made for the 1988 bicentenary need an explanatory text written – who are the people being celebrated? (Explore the development of an interactive smartphone app which with a click could bring up information about various places of historic interest around the town).
- Begin community planning for the WA Bicentenary which is less than a decade away. We have been informed that there will be specific State Government funding for relevant projects and initiatives, but planning needs to begin soon.

Consultant Comment: These suggestions are all valuable in the interpretation and on-going engagement in the Pensioner Guard Cottage Heritage sit and should be taken on notice alongside the other suggestions of activities that have come through in the feedback. All of these fit within the Recommended actions and create specific projects for implementation.

Thank you for the opportunity to comment.

Jennie Carter, President, Bassendean Historical Society

6 March 2019

Consultant comment: It should be noted that a broader publication of the Arts and Culture Plan will include references to significant heritage sites, cultural infrastructure and the importance of the Library and the Local Studies Collection. This is currently not appearing in this condensed summary, but has certainly been fed through the process of reporting at earlier developmental stages.

From: CZEKALOWSKI Donna [Aboriginal Edu Tch & Learning]

Just a few points about the Arts and Cultural Plan.

Title: Consider changing to Arts and Culture Plan.

Recommended activities: I notice that some of the activities are specific/operational, and some are strategic/higher level. This makes the document a little disjointed. I think part of the issue I have with it is that they are 'recommended' activities, rather than a plan for what we will actually do in Bassendean. An accompanying Operational Plan may be a better option to pursue.

Consultant Comment: This is a strategic document which gives a prioritised way forward for arts and cultural development in the Town. The important higher level strategic elements are the Cultural Measures listed in the first column of each table. These show how culture can assist the Council deliver on their strategic goals. Actions may change over time, but these recommended actions respond directly to Key Issues agreed from consultation. Once the Council has endorsed these Cultural Measures and recommended actions, the plan will be operationalized over the next five years, detailing specific projects, partners and resources along a five-year timeline.

Page 2, point 7: Is it possible to change the word "stories" at the end of sentence one to "histories, cultures and languages"? This sends the message that stories are not just a narrative but are grounded in history, cultures and languages.

Consultant Comment: Agreed, change made.

Page 3, point 8, dot point 1: I'd suggest discussing this with the Aboriginal Advancement Group/RAP committee in terms of references to Aboriginal people. You may want to consider changing "Aboriginal people" to "Noongar families and community".

Consultant comment: Plan is being shared with the Aboriginal Advancement Group. Advice was taken in the consultation with Aboriginal artists.

Page 3, point 8, dot point 3: I'd suggest discussing this with the Aboriginal Advancement Group/RAP committee as this gives the impression that the non-Aboriginal community were the first ones to trade. This is not correct. You may want to change the phrase "rich beginnings in trade" to "rich trade".

Is it possible to build in activities/outcomes/directions from the Reconciliation Action Plan into this plan? I understand that the RAP is nearing completion. Alternatively, you could add a line to refer to the RAP regarding further activities.

Consultant comment: Agreed re "beginnings in trade, your suggestion applied. Reconciliation Action Plan is mentioned as key to the development of the Aboriginal Cultural Program in 1.2 Recommended Actions. Specific projects based on the RAP will be included in a more detailed operationalized plan.

Page 4, Potential partners: The South West Land and Sea Council should be the South West Aboriginal Land and Sea Council.

You could also add Dumbartung Aboriginal Corporation (They have a focus on arts and culture).

I would also add local Noongar Elders and community leaders as potential partners.

Consultant Comment: Agreed.

Page 6, last point under Recommended activities:

The artist in resident concept in schools should perhaps be expanded so that the whole community has access to the work of Aboriginal artists. Many schools are already doing this work, supported through such things as PALS funding and NAIDOC grants, or their own school budget. I think it's really important that more work is undertaken with adults in the community to extend their understanding/knowledge.

You could add a line about the role of the Aboriginal Programming position will be to support schools with their work to implement Aboriginal perspectives across the curriculum and support culturally responsive approaches in schools. The artist residencies in schools could then be one of the specific/operational examples.

In relation to cultural awareness, you may like to change this to cultural appreciation.

Consultant comment: Teachers consulted were not aware of the funding available for artists to work in schools. Your comments can be shared with the local schools. The residencies are a specific request for teachers to be able to adequately engage in a culturally appropriate way, and an attempt to increase a generation of children's understanding of Noongar histories in the area. I believe your notes on a possible Programming position can be considered in implementation.

I hope this helps.

Donna Czekalowski

I respectfully acknowledge the Whadjuk Noongar people as the traditional custodians of the boodja (land) on which I work and live – Boorloo (Perth).



ARTS AND CULTURAL PLAN

2019-2023

INTRODUCTION

Our Arts and Cultural Plan is based on our Community's Vision:

A connected community, developing a vibrant and sustainable future built upon the foundations of our past.

During 2018, we held community forums and conducted surveys to find out what was important for you in arts and culture for Bassendean. What did you tell us?

Bassendean is a creative community! Bassendean values and celebrates its history, its environment and its community!

Bassendean's unique culture comes from:

- **Its history as a significant Aboriginal gathering place;**
- **Its position on the Swan River, the preserved natural environment, its green spaces, trees;**
- **Its history as one of the first colonial settlements;**
- **Its importance in transport: river, rail, road and this connection to industry in the region;**
- **Its wealth of creativity in its community;**
- **Its awesome events that connect the community and make it a welcoming place.**

Bassendean values quality arts and cultural experiences because:

- 1. Arts is good for health and well-being;**
2. All types of artistic and creative activities are really important;
3. We regularly draw, paint, make craft, design things, build stuff, perform, sing, play;
4. It is important for our children to learn art, dancing, music, and other creative things.

What were the major issues you raised?

- 1. Evidence shows that the events are mainly focused in Bassendean Town Centre, or Ashfield. Few events take place in the Eden Hill area. There is a strong call for more activities to be planned for Eden Hill residents in the open spaces of Mary Crescent or Jubilee Reserve.**
- 2. The community love the events, and whilst some are more important to them than others, more activation is requested rather than less. With a small Council team, and a limited budget, how does the Council meet this demand?**
- 3. What are the implications across the Town of Bassendean teams of empowering the community and external providers to put on more events?**
- 4. How do the current facilities meet the needs of the arts and cultural community more? With some low usage, and high regular user rates, how do we open these facilities to new community groups and members?**

5. **With a 60% population growth predicted in the next thirty years, how does this impact on the number of community facilities needed, and their accessibility to all aspects of community and cultural use?**
6. **Do we know our community? With population growth, and changing migration statistics, are we planning for a broader diversity of residents? By separately “valuing” people with disability and people from diverse backgrounds, do we achieve full inclusion?**
7. **Creating “Belonging” through an experience of shared heritage must continue to recognise and acknowledge Aboriginal people’s histories, culture and languages. People consulted want to engage in reconciliation and respectful community inclusion activities.**
8. **The community values:**
 - **the unique cultural heritage of the area, its rich connection to its First Nations people, the original Aboriginal people, stories and significant sites along the river,**
 - **its historic settler beginnings in the establishment of the Swan Colony, its Pensioner Guard pioneering community, its old families and rich trade,**
 - **its growth through the development and connections of transport links, through river, then road then rail.**
 - **Bassendean is proud of its citizen’s hard working approach to life, the connections to the Railway Workshops in Midland, the manufacturing industries that grew up along the rail line.**

There is a passionate historical society, a rich archive of local historical information and stories, and valuable historical buildings that tell a unique story of the area. How do we unite the community around a shared project?

- 9. How can the Percent for Art Policy achieve the aims of the Arts and Cultural Plan?**
- 10. Artists can contribute to the character and identity of Bassendean as a creative place to live/work. The needs of artists in terms of operating home based businesses and activities need to be acknowledged and aligned with the Town's priorities. Employment of local artists in the Town's activities could be prioritised further.**
- 11. Identifying shared space for collaboration, networking, exhibiting and performance, will assist developing the Town's growing reputation as a creative industries hub. The Town does not own many buildings and could review the use of its facilities to enable this activity to take place. The Town could encourage future developments to cater for this cultural and creative use.**

A summary of activities that address the Council goals from the Strategic Community Plan is shown below, listing activities and outcomes for each goal. (Subject to funding).

Social: 1.1: Build a sense of place and belonging			
Measurable Outcomes	Evidence	Recommended Activities	Potential Partners
<p>Sense of belonging to a shared cultural heritage</p> <p>Bridging of social difference</p> <p>Positive sense of Place</p>	<p>Survey stated best community connection was created through attendance at arts and cultural events.</p> <p>Survey respondents valued the Old Perth Monthly markets, Relax Workshop program, the Visual Art Awards and the Telethon Community Cinema most highly.</p> <p>Inequality between suburbs and a need to increase activation in Eden Hill.</p> <p>Strong call to simplify processes, approvals and funding for community to run own events.</p> <p>Historic and Environmental elements highly valued.</p>	<p>Create high quality collaborative public community cultural development projects between Local Studies Collection, the Bassendean Historical Society and artists to collect, preserve and share Bassendean's cultural history and heritage. Build story engagement into cultural trails including art, colonial and Aboriginal history, culture and language.</p> <p>Build the capacity of community groups and local entrepreneurs to organise and run successful events independently of Council. Support and resource through sponsorship and community funding programs.</p>	<p>Bassendean Memorial Library, Local History Collection and working group</p> <p>Bassendean Historical Society</p> <p>WA Museum</p> <p>State Library of WA and the Battye Library Collection</p> <p>East Metropolitan Regional Council</p> <p>Local schools and Cyril Jackson Senior Campus, ArtsHouse</p> <p>Artsource</p> <p>Local artists, groups, film makers and performers</p> <p>Fellowship of WA Writers, State Literature Centre and WritingWA</p> <p>Bassendean Aboriginal Advancement Group</p> <p>South West Aboriginal Land and Sea Council</p>

		<p>Ensure all suburbs are serviced with events and activities. Review the events currently run by Council to increase their purpose of creating community and cultural connections and well-being. Review staff time commitments to event organisation, consider shift to biennial calendar where appropriate to open scheduling for other outcomes.</p> <p>Encourage Town centre pop-up events: jazz, comedy, long table dinners etc shared across businesses and venues on Old Perth Road.</p>	<p>Dumbartung Aboriginal Corporation. Local Noongar elders and Aboriginal artists. Yirra Yaakin Noongar Theatre Community Action Networks in each suburb. Community support organisations that support people with disability, aged, seniors and youth. Local businesses and property owners. Jazz WA, Ellingtons, Edith Cowan/WAAPA Jazz schools, WA Youth Jazz. WA Comedy Festival, Gelo, Fringe Festival, Barking Gecko, Circus WA, WAMusic</p>
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Social:

1.2 Ensure all community members have the opportunity to be active, socialise and be connected.

Measurable Outcomes	Evidence	Recommended Activities	Potential Partners
<p>Appreciation of diversity of cultural expression</p> <p>Recognition from valued other/s received</p>	<p>2016 Census: The Town of Bassendean has a residential population of 15,090. Since 2006, the population has grown by 12% from 13,458. 60% population growth predicted in next thirty years. Bassendean has no identifiable arts and cultural infrastructure, rather multi-purpose community facilities which have room for increased bookings and activities. Population increase will create demand for more infrastructure.</p> <p>Bassendean has a growing population of overseas born residents, 2016 data reveals of the 1857 identified 294 are from India, 163 Philippines, 132 Vietnam, 125 China, 93 Malaysia, 59 Myanmar, 58 Croatia, 50 Poland.</p>	<p>Master planning for Town's population growth to consider new arts appropriate infrastructure, including high quality exhibition, performance space and studios. Review the use of current community facilities to create new cultural programming usage (see network development).</p> <p>Build on existing local multicultural celebrations and groups to create new celebration in Eden Hill.</p> <p>Through partnerships, expand school holiday arts and cultural activities for young people.</p> <p>Increase arts and cultural activation for Senior Citizen's Centre to reduce isolation</p> <p>Review events as part of DAIP process to ensure inclusivity and access for people with disability.</p>	<p>Historical Society/tenants of Pensioner guard Cottage precinct Bassendean Memorial Library Bassendean Seniors Citizens group and Centre Community and cultural groups using Community Centre, Alf Faulkner Hall Local Sports groups Eden Hill Primary School Community Arts Network Office of Multicultural Interests https://www.omi.wa.gov.au/Communities/Networks/Pages/Ethnic%20Organisations.aspx Multicultural Services Centre of WA http://mscwa.com.au Umbrella community care https://www.umbrellacommunitycare.com.au/about-us/ Youth Partners: WA Youth Jazz, WA Youth Orchestra, Barking Gecko Theatre, WA Youth Theatre Company, Propelarts</p>

	88% of survey respondents support increased acknowledgement of Whadjuk Noongar culture in Bassendean.	Working with the Bassendean Aboriginal Advancement Group, Reconciliation Action Plan and key stakeholders develop an Aboriginal Cultural Program to increase cultural appreciation. Trial Aboriginal Cultural Programming position, and funding program to support residencies in local schools.	Governor Stirling SHS and other high schools where Bassendean is catchment. DADAA: Disability and Access : provision of audio description, tactile tours, captioning. Local Primary schools Aboriginal Elders, Artists and Aboriginal stakeholders.
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Natural Environment:

2.2 Protect our river, bushland reserves and biodiversity

Measurable Outcomes	Evidence	Recommended Activities	Potential Partners
<p>Understanding of ecological issues</p> <p>Positive sense of Place</p>	<p>The Town of Bassendean covers an area of 11 square kilometres, with 7 kms of Swan River foreshore.</p> <p>There are a number of reports outlining the historical, cultural and environmental significance of the Swan River.</p>	<p>Partner local environmental and community action groups and schools to initiate cultural projects centred on protection and appreciation of the Swan River, bushlands, and the Significant Tree register.</p> <p>Explore the cross-overs between environmental and cultural activities as part of the RELax Program.</p>	<p>Swan River Trust</p> <p>East Metropolitan Redevelopment Authority</p> <p>Local environmental protection community groups, "Friends of" groups</p> <p>Local primary schools</p> <p>Bassendean Historical Society and Bassendean Library/ Local History collection</p> <p>Writers and local authors</p>

Natural Environment:

2.3 Ensure the town's open space is attractive and inviting.

Measurable Outcomes	Evidence	Recommended Activities	Potential Partners
Positive sense of Place	The community strongly values the river, bushlands and significant trees in the area. This is major factor in residents choosing to live in Bassendean. The community support the use of open space for community connecting events and activities.	“Apply an arts lens” to all of the Town’s master planning, public developments, public assets, playground installations, open space enhancements. Review the provision of performance infrastructure in key parks and open spaces to increase opportunities for schools and children to perform in public.	Swan River Trust East Metropolitan Redevelopment Authority Local environmental protection community groups, “Friends of” groups Artsource FORM WA Music Local schools and performance groups Local artists/ network Propelarts

Built Environment: 3.3 Enhance the Town's appearance			
Measurable Outcomes	Evidence	Recommended Activities	Potential Partners
Stimulation of creativity Experience of aesthetic enrichment	<p>The community strongly support more public art across the suburbs: 97.6% of respondents, but the consultation talks of deeper engagement with local communities and local artists, as well as creative approaches to design and implementation. Needs long term planning. Teachers discuss the need for a years notice to be able to program into the schools activities and curriculum. Survey respondents stated: I would like to see the urban art mural paintings expanded across the three neighbourhoods</p> <p>I support Council asking developers to contribute to a fund for large scale projects</p> <p>I'd like to see young artists mentored in projects</p> <p>Id like to see more Aboriginal public art projects (equal3)</p>	<p>Review the Town's current Percent for Art Policy in line with recent changes to Joint Development Assessment Panel processes and SAT decisions. Explore how developer contributions can achieve social and cultural infrastructure outcomes for community benefit.</p> <p>Align Public Art MasterPlan with potential arts, history trails and Aboriginal significant heritage sites. Link to Town's Asset Management Planning processes.</p> <p>Connect commissioning processes to "shared cultural heritage" intent to create quality, relevant outcomes.</p>	<p>State Government Architect WALGA Department of Local government, Sports and Cultural Industries: Building and works: Percent for Art Scheme partners Chamber of Arts and Culture</p> <p>Developers</p> <p>Artsource FORM Local artists and architects</p>

Economic: 4.1 Build economic capacity			
Measurable Outcomes New knowledge, ideas and insights gained	Evidence Over a third of survey respondents identified as professional artists, majority visual artists and arts managers, but others across music, dance, theatre, film, fashion and design. Over 60% of these operated from home in Bassendean. Improvement to business included: Places and spaces to exhibit and perform work Commissioning local artists and performers Providing practical skills development workshops in my local area Networking opportunities, Places and spaces to make work	Recommended Activities Develop a new professional arts and cultural network local to Bassendean based around professional sector partnerships to deliver skills and business development seminars, collaborative opportunities, capacity building, residencies and fundraising. Increase retail sales and commissions through shared subsidised space at monthly markets, and exhibition opportunities in surrounding key arts spaces.	Potential Partners Small Business development Key arts service agencies and professional bodies: NAVA/Artsource/FORM WA Music Screenwest DADAA STRUT Dance/Co3 Cyril Jackson Senior Campus, ArtsHouse Local artists and creative Local business Local arts and cultural groups East Metropolitan Regional Council Surrounding Local Government area spaces: Midland Junction Arts Centre,

Economic: 4.2 Facilitate local business retention and growth			
Measurable Outcomes ECONOMIC DIVERSITY: Cultural Industries strengthened	Evidence Strategically located, Perth's Eastern Region hosts Western Australia's major air, road and rail transport hub for movement of freight and passengers throughout Perth, intrastate, interstate and overseas. The major industrial areas of Malaga, Welshpool, Kewdale, Hazelmere, Forrestfield, Bayswater, Ashfield and Bassendean play key roles in transport, storage, manufacturing and logistics servicing the state's construction and resource sectors. The Town of Bassendean's economic output is estimated at \$2,817M per year (REMPPLAN 2018). This is dominated by manufacturing, construction, and rental, hiring & real estate services, making up over 60% of Bassendean's total output, however manufacturing jobs in Bassendean declined by 30% over this same period.	Recommended Activities Partner with Cyril Jackson Artshouse and local businesses and industries to create an artist in residency program. Utilise pop-up spaces in Town Centre for residencies, exhibitions and project spaces. Recognize the role creative industries plays in diversifying the industries in Bassendean. Explore opportunities that Live/Work planning approaches bring for creative industry development. Work with new professional network to understand underlying drivers for home-based business growth. Consider re-branding the Town of Bassendean as a "creative community" in recognition of the high number of creative industry professionals in residence.	Potential Partners Small Business development Key arts service agencies and professional bodies: NAVA/Artsource/FORM WA Music Screenwest DADAA STRUT Dance/Co3 Cyril Jackson Senior Campus, ArtsHouse Local artists and creative Local business Local arts and cultural groups East Metropolitan Regional Council Surrounding Local Government area spaces: Midland Junction Arts Centre,

	<p>Analysis of home-based employment within the Town of Bassendean indicates that there were 222 employed persons working from home in 2016. This makes up for almost 4% of persons working within the Town of Bassendean. Since 2011, the number of people that reported as working from home has increased 19% from 187 to 222. Approximately 40% of those that work from home in Bassendean are based in Eden Hill</p> <p>Between 2011 and 2016, the most significant growth in people working from home was in Ashfield. This is attributed to growth in arts and recreation services activities. Similarly, the growth in arts and recreation services is likely-due to artists having home studios.</p>	<p>Include "Culture" as a fifth pillar in future Strategic Community Planning. Processes and documents.</p>	
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Descriptions of the Cultural Outcome Measures from Cultural Development Network's research
<https://www.culturaldevelopment.net.au/outcomes/cultural/>

Sense of belonging to a shared cultural heritage

By sense of **belonging** to a shared cultural heritage, we mean how one's identity and values are rooted within a history and heritage that is shared with others.

Full description

This outcome is about relationship to one's cultural history and heritage, and experience of cultural identity and values, that are shared with others. A sense of connection to the past and being part of a historical continuum; insights into the present through understanding of the past; insights into the past. This outcome is about how cultural engagement can offer illumination of the present by providing a sense of continuity with the past, and a pathway to the future. Knowing where we have come from helps us to discover where we want to go. As the past cannot be changed, the desired endpoint is a positive connection to it.

Evaluation measure

Sense of belonging to a shared cultural heritage

Social differences bridged

By bridging social differences we mean overcoming barriers and strengthening understanding between people who are from different social circles.

Full description

This outcome is about how a sense of positive connection can be developed with people who are outside our immediate social circle or from whom we feel socially divided. These people might be like or unlike us. They might be people we know and who are *like us* in the broader context, but from whom we have some social distance. An example would be people who are members of a different social group to us within our broader cultural group. People might also be *unlike us* because they come from a different culture or age group or social class. The connectedness between people who feel socially different from each other in some way is often referred to as 'bridging social capital'.

Evaluation measure

Bridging of social difference

Feeling Valued Experienced

By 'feeling valued experienced', we mean a sense of self-esteem or worth that comes when an individual or their achievements are recognised or admired by someone who is important to them and whose opinion matters to them.

Full description

This outcome is about the sense of self-esteem or worth that occurs when an individual's knowledge, practice and achievements are respected or admired (recognised) by someone who is important to them and whose opinion matters to them (valued other). This might include family members or other loved ones, teachers, mentors, leaders or other people in the community (both within and outside of any specific community of interest), including those who might have expertise related to the activity undertaken. (This item is currently in development. Updates will be posted here as they are completed)

Evaluation measure

Recognition from valued other/s received

Diversity of cultural expression appreciated

By an appreciation of the diversity of cultural expression, we mean valuing the different ways people express themselves through diverse cultural forms, reflecting their life experience and interests.

Full description

This outcome is about the appreciation of diverse and different forms of cultural expression that can result from engagement. Appreciation is defined here as the recognition or understanding of the worth, value or quality of form/s of cultural expression, including new forms of cultural expression generated when diverse cultures come together. Cultural expression is defined as the different ways that people express themselves depending on their cultural backgrounds, life experience and interests.

Thus a culture might be related to ethnic, linguistic, religious or national heritage, but also through identification with others who share expressive interests, such as people who have a shared experience of disability that they seek to express, or expertise in a particular art form or type of cultural expression, such as hip hop, emo or contemporary painting.

This is related to the contribution of this diversity to quality of life and life choices, and the way that people connect with others through this expression. The total amount or percentage of cultural diversity is not the endpoint, but the appreciation of the existing diversity, as well as appreciation of the new forms of cultural expression that are generated when diverse cultures come together. This outcome corresponds closely to UCLG's cultural element of 'diversity', which is seen as "a means to achieve a more satisfactory intellectual, emotional, moral and spiritual existence" (UCLG, 2006, p. 5).

Evaluation measure

Appreciation of diversity of cultural expression.

Creativity stimulated

By creativity stimulated, we mean the sparking of imagination, creativity or curiosity that leads to a desire for creative expression.

Full description

This outcome is about how engagement in cultural activity stimulates the creativity, sparks the imagination or piques the curiosity of the participant (which includes all participants, from experienced artists to members of the public experiencing this creative activity for the first time). Creativity is defined here as the use of imagination or original ideas to create something new and worthwhile – the act of turning new and imaginative ideas into reality. Creativity involves two processes: thinking, then producing.

This is the most dynamic outcome, with the participant experiencing creative stimulus, which may result in desire to engage more with similar or different cultural experiences and/or inspiration to create new artworks, working either alone or with others. Desired endpoints are more creativity stimulated, leading to the potential of more new work created. Both are unlimited.

Evaluation measure

Stimulation of creativity.

Aesthetic enrichment experienced

By aesthetic enrichment, we mean experiences that come through the senses that are special and outside the everyday; feelings of being moved that are evoked by experiences such as beauty, awe, discomfort, challenge, joy or wonder.

Full description

This outcome is about how aesthetic enrichment, from pleasure to challenge, can result from cultural engagement. Aesthetic enrichment is experienced through the senses, elicited by aesthetic qualities perceived in the artwork or experience, through properties such as harmony and form. It involves experiences outside the mundane, of beauty, awe, joy and wonder; potentially offering a sense of escape or captivation, or feelings of being moved, challenged or transcending the everyday, extending to deepest experiences of a sense of flow, or the numinous or spiritual realms.

This outcome can include enjoyment from participation in arts experiences that are familiar, known as aesthetic validation, or unfamiliar, known as aesthetic growth or challenge. This outcome is not necessarily a shared sense: it can be experienced and enjoyed alone, unlike Outcome 5, which is about how cultural experiences connect people to each other. A desired endpoint is more and deeper experiences of aesthetic enrichment, as these are unlimited and can be continually generated. Further engagement with similar or other enriching cultural activities may be inspired. This outcome corresponds to UCLG's cultural element of 'beauty' (UCLG, 2006), but is broader, in recognising that cultural enrichment can also come from experiences that are not beautiful, but challenging or awe-inspiring.

Evaluation measure

Experience of aesthetic enrichment

New knowledge, ideas and insight gained

Short description

By new knowledge, ideas or insight we mean intellectual stimulation, critical reflection, creative thinking and deeper understanding.

Full description

This outcome covers the development of new knowledge, ideas and insights resulting from the engagement. It also includes intellectual stimulation, critical reflection and creative thinking experiences. A desired endpoint is more and deeper understanding, as this is unlimited and can be continually generated. This outcome corresponds closely to UCLG's cultural element of 'knowledge' (UCLG, 2006), but is broader because it is about the process of thinking inspired by the cultural experience rather than just the knowledge shared.

Evaluation measure

New knowledge, insights and ideas.

ATTACHMENT NO. 12

TOWN OF BASSENDEAN

MINUTES

AUDIT AND GOVERNANCE COMMITTEE

HELD IN THE COUNCIL CHAMBER, 48 OLD PERTH ROAD, BASSENDEAN

ON MONDAY 18 MARCH 2019, AT 5.30PM

1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member opened the meeting, welcomed all those in attendance and conducted an Acknowledgement of Country.

2.0 ATTENDANCES, APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE

Present

Cr Kathryn Hamilton, Presiding Member
Cr Jai Wilson
Cr Melissa Mykytiuk
Ian Walters
Tom Klaassen

Staff/Consultants

Ron Back, Financial Advisor
David Tomasi, Moore Stephens
Peta Mabbs, CEO
Jill Brazil, Acting Director Corporate Services
Amy Holmes, Minute Secretary

3.0 DEPUTATIONS

Nil

4.0 CONFIRMATION OF MINUTES

4.1 Minutes of the Meetings held on 6 February 2019

COMMITTEE/OFFICER RECOMMENDATION – ITEM 4.1

MOVED Tom Klaassen, Seconded Ian Walters, that the minutes of the meeting held on 6 February 2019 be confirmed as a true record.

CARRIED UNANIMOUSLY 5/0

5.0 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

The Director Corporate Services position is currently vacant and has been advertised seeking suitable candidates. Ken Lapham is on annual leave. Jill Brazil is acting in the role of Director.

6.0 DECLARATIONS OF INTEREST

Nil

7.0 BUSINESS DEFERRED FROM PREVIOUS MEETING

Nil

8.0 REPORTS

8.1 Local Government Compliance Audit Return 2018 (Ref: GOVR/LREGLIA/9 – Ken Lapham, Acting Director Corporate Services)

APPLICATION

The report presents the Local Government Compliance Audit Return 2018, 1 January 2018 to 31 December 2018 to Council in order that the report be adopted.

ATTACHMENT

Attachment No. 1:
2018 Compliance Audit Report

It was noted that an amendment will be made to the Compliance Audit Return - page 4 of 11, Finance, Item No 2 should be 'N/A' not 'Yes'. This will be amended by Town staff.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.1

AGC-1/03/19

MOVED Ian Walters, Seconded Cr Mykytiuk, that the Audit and Governance Committee recommends that Council adopt the Compliance Audit Return 2018 for the period 1 January 2018 to 31 December 2018, as attached to the Audit and Governance Committee Agenda of 18 March 2019.

CARRIED UNANIMOUSLY 5/0

8.2 **Risk Management Framework - Review on Appropriateness and Effectiveness in accordance with Local Government Audit Regulations (Ref: GOVR/LREGLIA/3 – Ken Lapham, Acting Director Corporate Services)**

APPLICATION

The Committee is requested to consider the CEO's review of the appropriateness and effectiveness of the Town's systems and procedures in relation to risk management, internal controls and legislative compliance. This is in accordance with the requirements of the Audit Regulation 17, and the Local Government Financial Management Regulations 5 (2) (C).

COMMITTEE/OFFICER RECOMMENDATION — ITEM 8.2

AGC-2/03/19

MOVED Tom Klaassen, Seconded Cr Mykytiuk, that the Audit and Governance Committee endorse the engagement of Moore Stephens to undertake the Audit Regulation 17: Risk Management Review and Regulation (5) (2) (c) of the Local Government Financial Management Regulations 1996.

CARRIED UNANIMOUSLY 5/0

9.0 **MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

10.0 **ANNOUNCEMENTS OF NOTICES OF MOTION FOR THE NEXT MEETING**

Nil

11.0 **CONFIDENTIAL BUSINESS**

Nil

12.0 **CLOSURE**

The next meeting is to be held on Wednesday 8 May 2018, commencing at 5.30pm.

There being no further business, the Presiding Member closed the meeting at 5.56pm.



Bassendean - Compliance Audit Return 2018

Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government, Sport and Cultural Industries together with a copy of section of relevant minutes.

Commercial Enterprises by Local Governments						
No	Reference	Question	Response	Comments	Respondent	
1	s3.59(2)(a)(b)(c) F&G Reg 7,9	Has the local government prepared a business plan for each major trading undertaking in 2018.	N/A		ken lapham	
2	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2018.	N/A		ken lapham	
3	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2018.	N/A		ken lapham	
4	s3.59(4)	Has the local government given Statewide public notice of each proposal to commence a major trading undertaking or enter into a major land transaction for 2018.	N/A		ken lapham	
5	s3.59(5)	Did the Council, during 2018, resolve to proceed with each major land transaction or trading undertaking by absolute majority.	N/A		ken lapham	



Delegation of Power / Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority.	Yes		ken lapham
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing.	Yes		ken lapham
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17.	Yes		ken lapham
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations.	Yes		ken lapham
5	s5.18	Has Council reviewed delegations to its committees in the 2017/2018 financial year.	Yes	Delegations were provided to Council meeting In October 2018	ken lapham
6	s5.42(1),5.43 Admin Reg 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act.	Yes		ken lapham
7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority.	Yes		ken lapham
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing.	Yes		ken lapham
9	s5.44(2)	Were all delegations by the CEO to any employee in writing.	Yes		ken lapham
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority.	Yes		ken lapham
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees.	Yes		ken lapham
12	s5.46(2)	Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2017/2018 financial year.	Yes	Delegations were reviewed in October 2018, Council adopted at its meeting on 23/10/2018	ken lapham
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required.	Yes		ken lapham

Disclosure of Interest					
No	Reference	Question	Response	Comments	Respondent
1	s5.67	If a member disclosed an interest, did he/she ensure that they did not remain present to participate in any discussion or decision-making procedure relating to the matter in which the interest was disclosed (not including participation approvals granted under s5.68).	Yes		ken lapham



Department of
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No	Reference	Question	Response	Comments	Respondent
2	s5.68(2)	Were all decisions made under section 5.68(1), and the extent of participation allowed, recorded in the minutes of Council and Committee meetings.	Yes		ken lapham
3	s5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made.	Yes		ken lapham
4	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day.	Yes		ken lapham
5	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day.	Yes		ken lapham
6	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2018.	Yes		ken lapham
7	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2018.	Yes		ken lapham
8	s5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return.	Yes		ken lapham
9	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76	Yes		ken lapham
10	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28.	Yes		ken lapham
11	s5.88 (3)	Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76.	Yes		ken lapham
12	s5.88(4)	Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee.	Yes		ken lapham
13	s5.103 Admin Reg 34C & Rules of Conduct Reg 11	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes.	Yes		ken lapham



No	Reference	Question	Response	Comments	Respondent
14	s5.70(2)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report.	Yes		ken lapham
15	s5.70(3)	Where an employee disclosed an interest under s5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or a Committee.	Yes		ken lapham
16	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all notifiable gifts received by Council members and employees.	Yes		ken lapham

Disposal of Property					
No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Was local public notice given prior to disposal for any property not disposed of by public auction or tender (except where excluded by Section 3.58(5)).	N/A		ken lapham
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property.	N/A		ken lapham

Finance					
No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act.	Yes		ken lapham
2	s7.1B	Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority.	N/A		Jill Brazil
3	s7.3	Was the person(s) appointed by the local government to be its auditor, a registered company auditor.	Yes		ken lapham
4	s7.3, 7.6(3)	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council.	Yes		ken lapham
5	Audit Reg 10	Was the Auditor's report for the financial year ended 30 June 2018 received by the local government within 30 days of completion of the audit.	Yes		ken lapham



No	Reference	Question	Response	Comments	Respondent
6	s7.9(1)	Was the Auditor's report for the financial year ended 30 June 2018 received by the local government by 31 December 2018.	Yes	Adopted by Council 27/11/18	ken lapham
7	S7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken by the local government, was that action undertaken.	N/A	There were no matters raised	ken lapham
8	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a report prepared on any actions undertaken.	N/A		ken lapham
9	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a copy of the report forwarded to the Minister by the end of the financial year or 6 months after the last report prepared under s7.9 was received by the local government whichever was the latest in time.	N/A		ken lapham
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit.	Yes		ken lapham
11	Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit.	Yes		ken lapham
12	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit.	Yes		ken lapham
13	Audit Reg 7	Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor.	Yes		ken lapham
14	Audit Reg 7	Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor.	Yes		ken lapham
15	Audit Reg 17	Has the CEO reviewed the appropriateness and effectiveness of the local government's systems and procedures in accordance with regulation 17 of the Local Government (Audit) Regulations 1996.	N/A	This review is due for completion by the end of 2019.	ken lapham
16	Audit Reg 17	If the CEO has not undertaken a review in accordance with regulation 17 of the Local Government (Audit) Regulations 1996, is a review proposed and when.	N/A	This review is due for completion by the end of 2019.	ken lapham



Integrated Planning and Reporting						
No	Reference	Question	Response	Comments	Respondent	
1	s5.56 Admin Reg 19DA (6)	Has the local government adopted a Corporate Business Plan. If Yes, please provide adoption date of the most recent Plan in Comments. This question is optional, answer N/A if you choose not to respond.	Yes	Council 24/7/2018	ken lapham	
2	s5.56 Admin Reg 19DA (6)	Has the local government adopted a modification to the most recent Corporate Business Plan. If Yes, please provide adoption date in Comments. This question is optional, answer N/A if you choose not to respond.	N/A		ken lapham	
3	s5.56 Admin Reg 19C (7)	Has the local government adopted a Strategic Community Plan. If Yes, please provide adoption date of the most recent Plan in Comments. This question is optional, answer N/A if you choose not to respond.	Yes	Adopted Strategic Community Plan in MAY 2017	ken lapham	
4	s5.56 Admin Reg 19C (7)	Has the local government adopted a modification to the most recent Strategic Community Plan. If Yes, please provide adoption date in Comments. This question is optional, answer N/A if you choose not to respond.	N/A		ken lapham	
5	S5.56	Has the local government adopted an Asset Management Plan. If Yes, in Comments please provide date of the most recent Plan, plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond.	Yes	Adopted in May 2018	ken lapham	
6	S5.56	Has the local government adopted a Long Term Financial Plan. If Yes, in Comments please provide date of the most recent Plan, plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond.	N/A	Last Adopted April 2017	ken lapham	
7	S5.56	Has the local government adopted a Workforce Plan. If Yes, in Comments please provide date of the most recent Plan plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond.	Yes	Adopted by Council June 2018	ken lapham	



Local Government Employees					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve the process to be used for the selection and appointment of the CEO before the position of CEO was advertised.	Yes		ken lapham
2	s5.36(4) s5.37(3), Admin Reg 18A	Were all vacancies for the position of CEO and other designated senior employees advertised and did the advertising comply with s.5.36(4), 5.37(3) and Admin Reg 18A.	Yes		ken lapham
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position of CEO under section 5.36(4).	Yes		ken lapham
4	Admin Regs 18E	Did the local government ensure checks were carried out to confirm that the information in an application for employment was true (applicable to CEO only).	Yes		ken lapham
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss a designated senior employee.	Yes		ken lapham



Official Conduct						
No	Reference	Question	Response	Comments	Respondent	
1	s5.120	Where the CEO is not the complaints officer, has the local government designated a senior employee, as defined under s5.37, to be its complaints officer.	N/A		ken lapham	
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that result in action under s5.110(6)(b) or (c).	Yes		ken lapham	
3	s5.121(2)(a)	Does the complaints register maintained by the complaints officer include provision for recording of the name of the council member about whom the complaint is made.	Yes		ken lapham	
4	s5.121(2)(b)	Does the complaints register maintained by the complaints officer include provision for recording the name of the person who makes the complaint.	Yes		ken lapham	
5	s5.121(2)(c)	Does the complaints register maintained by the complaints officer include provision for recording a description of the minor breach that the standards panel finds has occurred.	Yes		ken lapham	
6	s5.121(2)(d)	Does the complaints register maintained by the complaints officer include the provision to record details of the action taken under s5.110(6)(b) or (c).	Yes		ken lapham	

Tenders for Providing Goods and Services						
No	Reference	Question	Response	Comments	Respondent	
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2)).	Yes		ken lapham	
2	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than inviting tenders for a single contract.	N/A		ken lapham	
3	F&G Reg 14(1) & (3)	Did the local government invite tenders via Statewide public notice.	Yes		ken lapham	
4	F&G Reg 14 & 15	Did the local government's advertising and tender documentation comply with F&G Regs 14, 15 & 16.	Yes		ken lapham	



Department of
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No	Reference	Question	Response	Comments	Respondent
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer, notice of the variation.	Yes		ken lapham
6	F&G Reg 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Reg 16.	Yes		ken lapham
7	F&G Reg 18(1)	Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender.	Yes		ken lapham
8	F&G Reg 18 (4)	In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria.	Yes		ken lapham
9	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17.	Yes		ken lapham
10	F&G Reg 19	Was each tenderer sent written notice advising particulars of the successful tender or advising that no tender was accepted.	Yes		ken lapham
11	F&G Reg 21 & 22	Did the local governments's advertising and expression of interest documentation comply with the requirements of F&G Regs 21 and 22.	N/A		ken lapham
12	F&G Reg 23(1)	Did the local government reject the expressions of interest that were not submitted at the place and within the time specified in the notice.	N/A		ken lapham
13	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services.	N/A		ken lapham
14	F&G Reg 24	Was each person who submitted an expression of interest, given a notice in writing in accordance with Functions & General Regulation 24.	N/A		ken lapham
15	F&G Reg 24AD(2)	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice.	N/A		ken lapham
16	F&G Reg 24AD(4) & 24AE	Did the local government's advertising and panel documentation comply with F&G Regs 24AD(4) & 24AE.	N/A		ken lapham



Department of
Local Government, Sport
and Cultural Industries

No	Reference	Question	Response	Comments	Respondent
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16 as if the reference in that regulation to a tender were a reference to a panel application.	N/A		ken lapham
18	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application, notice of the variation.	N/A		ken lapham
19	F&G Reg 24AH(1)	Did the local government reject the applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time specified in the invitation for applications.	N/A		ken lapham
20	F&G Reg 24AH(3)	In relation to the applications that were not rejected, did the local government assess which application (s) to accept and which application(s) were most advantageous to the local government to accept, by means of written evaluation criteria.	N/A		ken lapham
21	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers, comply with the requirements of F&G Reg 24AG.	N/A		ken lapham
22	F&G Reg 24AI	Did the local government send each person who submitted an application, written notice advising if the person's application was accepted and they are to be part of a panel of pre-qualified suppliers, or, that the application was not accepted.	N/A		ken lapham
23	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government comply with the requirements of F&G Reg 24E in relation to the preparation of a regional price preference policy (only if a policy had not been previously adopted by Council).	N/A		ken lapham
24	F&G Reg 24F	Did the local government comply with the requirements of F&G Reg 24F in relation to an adopted regional price preference policy.	N/A		ken lapham
25	F&G Reg 11A	Does the local government have a current purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$150,000 or less.	N/A		ken lapham



Department of
**Local Government, Sport
and Cultural Industries**

I certify this Compliance Audit return has been adopted by Council at its meeting on _____

Signed Mayor / President, Bassendean

Signed CEO, Bassendean

ATTACHMENT NO. 13

LIST OF PAYMENTS
FOR PERIOD
ENDED 28st FEBRUARY 2019

SUMMARY OF SCHEDULE OF ACCOUNTS

FUND	VOUCHERS	AMOUNT \$
MUNICIPAL / TRUST		
EFT and Direct Debits 01-28 February 2019	37046 – 37340	2,213,429.46
TRUST FUND		
Cheques Commonwealth 6100-1015-9136	0	0
MUNICIPAL BANK		
Cheques Commonwealth 6100-1015-9128	86054 – 86064	46,741.34
		<hr/>
		\$2,260,170.80
		<hr/> <hr/>

DIRECTOR CORPORATE SERVICES' DECLARATION:

This schedule of accounts to be passed for payment, covering vouchers as above, which was submitted to each member of Council on 26th March 2019 been checked and is fully supported by vouchers and invoices, which are submitted herewith, and which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations, and costings, and the amounts shown are due for payment.

DIRECTOR CORPORATE SERVICES

MAYOR'S DECLARATION

I hereby certify that this schedule of accounts, covering vouchers as above, was submitted to the Council on 26th March 2019 and that the amounts were approved by the Council for payment.

MAYOR

1st February 2019
to
28th February 2019

Chq/EFT	Date	Name	Description	Amount
EFT37046	05/02/2019	AUSTRALIAN SERVICES UNION	Payroll Deductions	-181.30
EFT37047	05/02/2019	AUSTRALIAN TAX OFFICE (PAYG)	Payroll Deductions	-93,896.00
EFT37048	05/02/2019	CHILD SUPPORT AGENCY	Payroll Deductions	-460.65
EFT37049	05/02/2019	LGRCEU	Payroll Deductions	-41.00
EFT37050	05/02/2019	TOWN OF BASSENDEAN PAYROLL DEDUCTIONS	Payroll Deductions	-2,275.72
EFT37051	08/02/2019	ASHMY PTY LTD	Development Bond Refund	-1,000.00
EFT37052	08/02/2019	INGRAM DEVELOPMENTS	Development Bond Refund	-1,000.00
EFT37053	08/02/2019	PETER RENZULLO	Hall & Key Bond Refund	-350.00
EFT37054	08/02/2019	TOWN OF BASSENDEAN (TRANS FROM TRUST TO MUNI)	Seniors Client Xmas Party Payment	-883.00
EFT37055	08/02/2019	ALSCO PERTH	Office Linen And Laundry Services	-149.90
EFT37056	08/02/2019	AMAZING BRICK PAVING	Various Sites - Footpath And Brick Paving Repairs	-2,702.00
EFT37057	08/02/2019	ASHTON PROPERTY GROUP PTY LTD	Reconciliation Plan - Implementation	-1,750.75
EFT37058	08/02/2019	BBC ENTERTAINMENT	Australia Day - Welcome To Country	-605.00
EFT37059	08/02/2019	CLEANDUSTRIAL SERVICES PTY LTD	Library - Carpets & Furniture Cleaning	-1,643.40
EFT37060	08/02/2019	COMESTIBLES (RHUM SERVICES PTY LTD T/AS)	Australia Day - Citizenship Ceremony Consumables	-2,945.80
EFT37061	08/02/2019	COWAN & PARTNERS PTY LTD	Festival Of Local Business - Marketing And Logistics Services	-2,720.00
EFT37062	08/02/2019	DAVID A HEANEY	Various Playgrounds - Re-Locate Limestone Walls	-4,994.00
EFT37063	08/02/2019	FLAIR PHOTOGRAPHY	Australia Day - Award Ceremony - Photography	-225.00
EFT37064	08/02/2019	GINO'S ALL ROUND HANDYMAN SERVICE	Seniors - Home Garden & Maintenance	-715.00
EFT37065	08/02/2019	HEATHER CAMPBELL	Library - Local History Interview And Transcript	-2,780.00
EFT37066	08/02/2019	J & J SWIFT	Various Sites - Building & Maintenance Repairs	-1,012.00
EFT37067	08/02/2019	JORDAN PHILIP ANDONOVSKI	Relax Program - Booklet And DI Flyer Design - Term 1 2019	-540.00
EFT37068	08/02/2019	KENNARDS HIRE	Twilight Markets - Hire Of Electrical Equipment	-779.10
EFT37069	08/02/2019	MT LAWLEY MILK	Office Milk Supplies - 35, 46 & 48 Old Perth Road & Depot	-240.60
EFT37070	08/02/2019	N & N J HAEUSLER	Library & Volunteer - Daily/Weekly Newspaper Subscriptions	-24.92
EFT37071	08/02/2019	P & J REDDINGTON	Council Cross Over Contribution	-592.00
EFT37072	08/02/2019	PLE COMPUTERS	Various Business Units - Computer Supplies	-490.00
EFT37073	08/02/2019	PORTNER PRESS PTY LTD	Human Resources - Employment Law Update 1 2019	-97.00
EFT37074	08/02/2019	RECOMMENDED TOWING PTY LTD	Ranger Services - Abandoned Vehicles	-88.00
EFT37075	08/02/2019	SD & VH FINDLAY	Various Sites - Painting Interior & Exterior	-230.00

1st February 2019
to
28th February 2019

Chq/EFT	Date	Name	Description	Amount
EFT37076	08/02/2019	SHOFER PTY LTD	Seniors - Transport For Clients - January 2019	-1,083.88
EFT37077	08/02/2019	STYLUS DESIGN	Production Of 2017/18 Annual Report	-4,986.25
EFT37078	08/02/2019	TOP OF THE LADDER GUTTERMAN	Gutter Cleaning - Hyde Retirement - 31 Units	-5,401.00
EFT37079	14/02/2019	A W BATES	Consultancy - Geosamba Upgrades	-450.00
EFT37080	14/02/2019	AIR-BORN AMUSEMENTS	Australia Day - Hire Bucking Bull, Gyroscope And Bungee Tramps	-3,500.00
EFT37081	14/02/2019	ALYSSA WILLIAMSON	Australia Day - Event Staff	-960.00
EFT37082	14/02/2019	ANZAC TERRACE PRIMARY SCHOOL P & C ASSOCIATION	Community Sponsorship Funding	-767.00
EFT37083	14/02/2019	AUSTRALIA POST	Various Business Units - Postal Charges - January 2019	-1,745.08
EFT37084	14/02/2019	BASSENDAN NEWSAGENCY	Library - Subscriptions - January 2019	-180.31
EFT37085	14/02/2019	BASSENDAN TENNIS CLUB	Bassendean Tennis Courts - Maintenance - January 2019	-2,291.30
EFT37086	14/02/2019	BASSONOVAS	Australia Day - Bassonovas Performance	-500.00
EFT37087	14/02/2019	BBC ENTERTAINMENT	Australia Day - Welcome To Country	-1,430.00
EFT37088	14/02/2019	BCITF	Building & Construction Industry - Levy Collected - January 2019	-1,136.20
EFT37089	14/02/2019	BEAVER TREE SERVICES	Various Sites - Street Tree Pruning	-26,620.00
EFT37090	14/02/2019	CHARSLEY DENVER ANTHONY LOURENSZ	Seniors Client Christmas Function - Music/Band	-300.00
EFT37091	14/02/2019	CULTURE COUNTS AUSTRALIA PTY LTD	Culture Counts - Subscription 2019	-1,650.00
EFT37092	14/02/2019	DEPARTMENT OF COMMERCE	Building Services Levy Collected - January 2019	-2,332.74
EFT37093	14/02/2019	EASTERN METROPOLITAN REGIONAL COUNCIL	Various Domestic & Council Rubbish	-88,870.96
EFT37094	14/02/2019	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LTD	Various Business Units - Labour Hire	-2,310.17
EFT37095	14/02/2019	HOLLY BODABURROWS	Visual Art Awards - Young Persons Award Winner	-500.00
EFT37096	14/02/2019	IMAGE DATA	Relax Program - Walking Group Badges	-44.00
EFT37097	14/02/2019	KLEENIT PTY LTD	Various Sites - Graffiti Removal	-4,055.70
EFT37098	14/02/2019	LJR MAINTENANCE SERVICES	Various Building Sites - Maintenance & Repairs	-1,804.00
EFT37099	14/02/2019	LO-GO APPOINTMENTS	Depot - Labour Hire - Parks & Garden	-14,276.81
EFT37100	14/02/2019	PERTH CHEF AGENCY (PCA)	Australia Day - Staff - Food And Drink Vouchers Reimbursement	-245.00
EFT37101	14/02/2019	SUEZ RECYCLING & RECOVERY PTY LTD	Waste Collection Services -January 2019	-77,421.81
EFT37102	14/02/2019	ZURICH AUSTRALIAN INSURANCE LTD	Fleet Vehicle - Insurance Excess	-1,000.00
EFT37103	15/02/2019	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 162 - Self Supporting Loan	-7,918.44
EFT37104	15/02/2019	SG FLEET AUSTRALIA PTY LTD	Fleet Vehicles Leases - February 2019	-20,620.70
EFT37105	19/02/2019	AUSTRALIAN SERVICES UNION	Payroll Deductions	-181.30

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EFT37106	19/02/2019	AUSTRALIAN TAX OFFICE (PAYG)	Payroll Deductions	-96,005.00
EFT37107	19/02/2019	CHILD SUPPORT AGENCY	Payroll Deductions	-224.92
EFT37108	19/02/2019	LGRCEU	Payroll Deductions	-41.00
EFT37109	19/02/2019	TOWN OF BASSENDEAN PAYROLL DEDUCTIONS	Payroll Deductions	-2,170.56
EFT37110	19/02/2019	AUSTRALIAN/WESTSCHEME SUPER	Superannuation Contributions	-4,731.24
EFT37111	19/02/2019	B & L SUPER FUND	Superannuation Contributions	-189.62
EFT37112	19/02/2019	BT SUPER FOR LIFE	Superannuation Contributions	-246.94
EFT37113	19/02/2019	COMMONWEALTH ESSENTIAL SUPER	Superannuation Contributions	-114.58
EFT37114	19/02/2019	HESTA SUPER FUND	Superannuation Contributions	-1,613.52
EFT37115	19/02/2019	PLUMMER SUPERANNUATION FUND	Payroll Deductions	-989.46
EFT37116	19/02/2019	T & E SUPER FUND	Superannuation Contributions	-68.90
EFT37117	19/02/2019	TWU SUPERANNUATION	Superannuation Contributions	-278.72
EFT37118	20/02/2019	AFFORDABLE LIVING HOMES	Security Bond Refund	-2,290.00
EFT37119	20/02/2019	CLINTON WOODVINE	Hall & Key Bond Refund	-350.00
EFT37120	20/02/2019	MANON ARM	Key Bond Refund	-50.00
EFT37121	20/02/2019	MARGOT KORY	Key Bond Refund	-100.00
EFT37122	20/02/2019	SHANITA OH	Hall & Key Bond Refund	-1,050.00
EFT37123	20/02/2019	A. M BOLTS & NUTS	Depot - Minor Supplies - January 2019	-225.87
EFT37124	20/02/2019	ADAM FOSTER	Gravit 8 - Activity Facilitator	-75.00
EFT37125	20/02/2019	ASHFIELD SPORTS CLUB	Australia Day - Distribution Of Road Closure Letters	-700.00
EFT37126	20/02/2019	ASHTON ADMOR PTY LTD	General Meeting Of Electors - Equipment Hire	-1,679.70
EFT37127	20/02/2019	BALLAJURA SCOUT GROUP	Gravit 8 - Food Preparation And Cleanup	-1,000.00
EFT37128	20/02/2019	BASKETBALL WA	Gravit 8 - 3 On 3 Basketball Competition	-440.00
EFT37129	20/02/2019	BEECHBORO WEST SWAN SCOUT GROUP	Australia Day - Clean Up Of Site	-1,000.00
EFT37130	20/02/2019	BIKE VALET AUSTRALIA PTY LTD	Australia Day - Bike Valet	-1,155.00
EFT37131	20/02/2019	BRENDA DAGNALL	Reimbursement - Mary Crescent - Playground Launch	-102.55
EFT37132	20/02/2019	BUILD AUS DESIGN & CONSTRUCT PTY LTD	Australia Day - Casual Event Staff	-1,122.00
EFT37133	20/02/2019	BUSY CIRCLE	Australia Day - Photographer	-700.00
EFT37134	20/02/2019	CANDACE WILLIAMSON	Australia Day - Casual Event Staff/Set Up	-1,280.00
EFT37135	20/02/2019	CELTIC CEILINGS	Hyde Ret Village - Unit 20 - Ceiling Repairs	-440.00

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EFT37136	20/02/2019	CHRIS RICHARDSON	Children Services - Food Safety Audit	-660.00
EFT37137	20/02/2019	CLASSIC HIRE	Australia Day - Generator & Equipment Hire	-7,510.25
EFT37138	20/02/2019	CONSTABLE CARE CHILD SAFETY FOUNDATION INC	Australia Day - Constable Care	-1,650.00
EFT37139	20/02/2019	CRACKAJACK PARTY HIRE	Bindaring Committee Group Gathering - Equipment Hire	-77.00
EFT37140	20/02/2019	CRAIG JOHNSON	Mens Shed - Technical Drawings	-1,190.00
EFT37141	20/02/2019	CYNTHIA WILLIAMSON	Australia Day - Casual Event Staff	-780.00
EFT37142	20/02/2019	CYNTONE CONSULTING	Australia Day - Events Logistics Coordinator	-5,549.50
EFT37143	20/02/2019	DANIELE FOTI CUZZOLA	Australia Day - Publicist	-2,490.00
EFT37144	20/02/2019	FIRE 4 HIRE	Australia Day - Hire Of Fire Truck For Fireworks	-770.00
EFT37145	20/02/2019	FREESTYLE NOW	Gravit 8 - Competition Management	-2,090.00
EFT37146	20/02/2019	FUN AIRBRUSH TATTOOS	Gravit 8 - Temporary Tattoos	-560.00
EFT37147	20/02/2019	GAVIN & KATHLEEN CRIDDLE	Refund Building Compliance	-97.70
EFT37148	20/02/2019	GEORGE JERKOVICH	Council Crossover Contribution	-592.00
EFT37149	20/02/2019	GINO'S ALL ROUND HANDYMAN SERVICE	Seniors - Home Garden & Maintenance	-302.50
EFT37150	20/02/2019	LGIS RISK MANAGEMENT	Public And Employee Evacuation Planning Project	-3,509.00
EFT37151	20/02/2019	MATHEW BAIN	Australia Day - Casual Event Staff / Set Up	-1,280.00
EFT37152	20/02/2019	MATTHEW PEARSON	Gravit 8 - Activity Facilitation	-150.00
EFT37153	20/02/2019	MAXWELL JONATHON LANDY	Gravit 8 - D J	-650.00
EFT37154	20/02/2019	MICHAEL YOUNG	Gravit 8 - Activity Facilitation	-150.00
EFT37155	20/02/2019	MICHELLE WHITE	Australia Day - M C	-1,000.00
EFT37156	20/02/2019	MORRISONART	Mary Crescent Playground Launch - Childrens Art Activity	-120.00
EFT37157	20/02/2019	NELLA FITZGERALD	Fringe Festival 2019 - Event Organiser	-20,000.00
EFT37158	20/02/2019	OIL TECH WA PTY LTD	Depot - Oil Supplies	-799.00
EFT37159	20/02/2019	OM4	Bassendean Means Business - Web Assist - Annual Fee	-774.00
EFT37160	20/02/2019	RETRO MUSIC BOX	Australia Day - Two X Bands	-5,351.50
EFT37161	20/02/2019	SCHWEPPES AUSTRALIA PTY LTD	Councillor Kitchen - Refreshments	-199.36
EFT37162	20/02/2019	ST JOHN AMBULANCE AUSTRALIA	Australia Day - First Aid Services	-1,016.40
EFT37163	20/02/2019	STEPHEN PEACOCK	Gravit 8 - Urban Art Mural	-588.00
EFT37164	20/02/2019	SUPREME SHADES	Wind In The Willows - New Shade Sail For Babies Garden	-680.00
EFT37165	20/02/2019	SYNERGY	Various Sites Synergy Account - Electricity Supply Charges	-6,716.15

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EFT37166	20/02/2019	UNITED PETROEUM PTY LTD	Depot - Fuel Supplies	-10,771.81
EFT37167	20/02/2019	URBAN INDIGENOUS AUSTRALIA PTY LTD	Australia Day - Urban Indigenous Art Project	-2,178.00
EFT37168	20/02/2019	VIKAS SHARMA	Council Crossover Contribution	-359.25
EFT37169	20/02/2019	WA TEMPORARY FENCING SUPPLIES	Australia Day - Temporary Fencing Hire	-5,856.40
EFT37170	20/02/2019	XPRESSO LANE CAFE	Seniors Forum - Meeting Consumables	-127.50
EFT37171	27/02/2019	ADDSTYLE CONSTRUCTIONS	Security Bond Refund	-2,290.00
EFT37172	27/02/2019	ALYSSIA STRAUSS	Security Bond Refund	-2,768.00
EFT37173	27/02/2019	ANTHONY JOHN GILBERTHORPE	Key Bond Refund	-50.00
EFT37174	27/02/2019	BGC RESIDENTIAL PTY LTD	Security Bond Refund	-4,580.00
EFT37175	27/02/2019	CATERINA LINA BOVA	Security Bond Refund	-2,290.00
EFT37176	27/02/2019	HIGHBURY HOMES	Security Bond Refund	-2,290.00
EFT37177	27/02/2019	JOHN GEOFFREY GEAR	Security Bond Refund	-2,290.00
EFT37178	27/02/2019	AAA PRODUCTION SERVICES & SOUND ENGINEERING	Australia Day - Sound And Production	-15,949.44
EFT37179	27/02/2019	AFTER TOUCH	Seniors - Support Workers - Hand Sanitisers	-66.00
EFT37180	27/02/2019	AGPARTS WAREHOUSE PTY LTD	Depot - Equipment - Wheel Cart	-199.00
EFT37181	27/02/2019	ALL PRINTERS AND CARTRIDGES PTY LTD	Depot - Office Toner Supplies	-183.70
EFT37182	27/02/2019	ALLAN R KICKETT	Mary Crescent Playground Opening - Welcome To Country	-550.00
EFT37183	27/02/2019	ALSCO PERTH	Office Linen And Laundry Services	-89.61
EFT37184	27/02/2019	ARTEIL (WA) PTY LTD	Office Furniture - New - Desk Chairs	-781.00
EFT37185	27/02/2019	ASHFIELD COMMUNITY CHEMIST	Seniors - Client - Medical Supplies	-645.00
EFT37186	27/02/2019	ASSET INFRASTRUCTURE MANAGEMENT	Consulting Fee Asset Management - January 2019	-3,489.75
EFT37187	27/02/2019	AUSSIE GOLD BEST ON GROUND	Children Services - Educator Staff Uniforms	-845.90
EFT37188	27/02/2019	AUSTRALASIAN PERFORMING RIGHT ASSOCIATION LTD	Library - Music License	-172.13
EFT37189	27/02/2019	AUSTRALIAN AIRCONDITIONING SERVICES PTY LTD	Various Sites - Air Conditioning Repairs & Maintenance	-148.50
EFT37190	27/02/2019	AUSTRALIAN OFFICE	Various Business Units - Self Seal Window Envelopes	-260.65
EFT37191	27/02/2019	AXIIS CONTRACTING	Various Sites - Crossover, Road And Footpath Maintenance	-44,060.81
EFT37192	27/02/2019	BASSENDEN MEN'S SHED INC	Australia Day - Assistance With Parking	-750.00
EFT37193	27/02/2019	BASSENDEN WELLNESS CLINIC	Seniors - Client - Podiatry Session	-385.00
EFT37194	27/02/2019	BEN NASH SURVEYS	Mens Shed - Certificate /Sketch And Power Dome / Water Mtr Stakes	-800.00
EFT37195	27/02/2019	BIDVEST FOOD SERVICE	Seniors - Client Related Expenses - Groceries	-285.87

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EFT37196	27/02/2019		Cancelled	0.00
EFT37197	27/02/2019	BOC LIMITED	Depot - Bottled Gas Supplies & Equipment	-115.34
EFT37198	27/02/2019	BRICKS 4 KIDZ GOSNELLS	Library - Activities - Lego Briks For Kids	-250.00
EFT37199	27/02/2019	BUDGET PEST CONTROL	Various Sites - Termite Inspections And Treatments	-185.00
EFT37200	27/02/2019	BUNNINGS GROUP LIMITED	Various Sites - Maintenance Supplies And Equipment	-4,865.88
EFT37201	27/02/2019	BUNZL LTD	Depot - Toilet & Office Supplies	-1,245.54
EFT37202	27/02/2019	CAPITAL RECYCLING	Illegally Dumped - Pick Up And Dispose Of Asbestos Sheets	-770.00
EFT37203	27/02/2019	CARDILE INTERNATIONAL FIREWORKS PTY LTD	Australia Day 2019 - Fireworks	-19,800.00
EFT37204	27/02/2019	CAREWEST	Children Services - Carewest Membership.	-350.00
EFT37205	27/02/2019	CARROLL & RICHARDSON	Council - New Australian Flags	-1,161.91
EFT37206	27/02/2019	CASA SECURITY PTY LTD	Various Sites - Security Alarm Repairs And Monitoring	-3,347.10
EFT37207	27/02/2019	CATERINA LINA BOVA	Crossover Contribution	-592.00
EFT37208	27/02/2019	CENTRAL SIGNS	General Meeting Of Electors - New Corflute Signs	-1,806.20
EFT37209	27/02/2019	CLEANDUSTRIAL SERVICES PTY LTD	Various Buildings - Cleaning	-21,043.80
EFT37210	27/02/2019	COLES SUPERMARKETS AUSTRALIA	Various Business Units - Groceries Supplies	-299.12
EFT37211	27/02/2019	COMESTIBLES	Various Council Functions - Catering	-1,474.75
EFT37212	27/02/2019	COMPLETE CORPORATE HEALTH - ASCOT	Various Business Units - Recruitment - Pre Employment Check	-594.00
EFT37213	27/02/2019		Cancelled	0.00
EFT37214	27/02/2019	COUPLERS MALAGA	Depot - Minor Fleet Vehicle Parts	-152.87
EFT37215	27/02/2019	COVS - COVS PARTS PTY LTD	Depot - Fleet Vehicle - Parts	-240.63
EFT37216	27/02/2019	CSP (WA) PTY LTD	Children Services - Ashfield - New Oven	-2,177.00
EFT37217	27/02/2019	CUSTOM CARS	Fleet Vehicle - Protective Car Seat Covers	-660.00
EFT37218	27/02/2019	JITENDRA SIDDHU	Refund - Food Permit	-110.00
EFT37219	27/02/2019	SALLY RIDGEWAY (ILLUSTRATION COMPANY)	Council Crossover Contribution	-496.00
EFT37220	27/02/2019	TRUSTEES OF THE SISTERS OF SAINT JOSEPH	Rates Refund	-1,109.08
EFT37221	28/02/2019		Cancelled	0.00
EFT37222	28/02/2019	CANNON HILL CREATIVE	Fringe Festival - Videographer	-2,400.00
EFT37223	28/02/2019	CORPORATE SECURITY AUSTRALIA PTY LTD	Australia Day 2019 Security	-12,788.86
EFT37224	28/02/2019	DAILY LIVING PRODUCTS	Seniors - Client Independent Living Supplies	-1,261.00
EFT37225	28/02/2019	DORMAKABA AUSTRALIA PTY LTD	Library - Automated Door Repairs	-286.00

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EFT37226	28/02/2019	DRAINFLOW SERVICES PTY LTD	Various Sites - Drain Cleaning	-7,106.00
EFT37227	28/02/2019	DS WORKWEAR & SAFETY	Depot - Staff Uniforms	-781.65
EFT37228	28/02/2019	DYMOCKS HAY STREET	Library - Book Purchases	-784.72
EFT37229	28/02/2019	E FIRE & SAFETY (WA)	Various Sites And Library - Panel Testing	-1,221.00
EFT37230	28/02/2019	EASTERN METROPOLITAN REGIONAL COUNCIL	Various Domestic & Council Rubbish	-41,601.55
EFT37231	28/02/2019	ECOSCAPE (AUSTRALIA) PTY LTD	Mary Crescent Reserve - Playground Design Consultant	-1,870.00
EFT37232	28/02/2019	ELLIOTTS IRRIGATION PTY LTD	Bic Reserve - Iron Filter Service / Maintenance	-245.30
EFT37233	28/02/2019	FAST FINISHING SERVICES	Governance - Binding Of Minutes Books To September 2018	-502.15
EFT37234	28/02/2019	FUJI XEROX AUSTRALIA PTY LTD	Binding Of Official Minute Books	-2,730.79
EFT37235	28/02/2019	FUN2U	Gravit 8 - Hire Of Slushy Machine	-517.00
EFT37236	28/02/2019	FUSE DESIGN & COMMUNICATION	Town Team - Design And Marketing Collateral	-605.00
EFT37237	28/02/2019	G C SALES WA	Various Sites - Lockable Poles	-515.02
EFT37238	28/02/2019	GINO'S ALL ROUND HANDYMAN SERVICE	Seniors - Home Garden & Maintenance	-860.75
EFT37239	28/02/2019	GRAFTON GENERAL PRODUCTS	Seniors - Client Independent Living Supplies	-162.36
EFT37240	28/02/2019	GRAINGER GARDEN SUPPLIES	Various Sites - Garden Soil Supplies	-220.00
EFT37241	28/02/2019	GRONBEK SECURITY	Various Sites - Restricted Keys & Coding	-231.92
EFT37242	28/02/2019	HATCHET PTY LTD ATF DM TRUST	Keenonhalloween Website Hosting	-132.00
EFT37243	28/02/2019	HAYDEN SOFOULIS	Garvit 8 - Urban Art V R Demo	-150.00
EFT37244	28/02/2019	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LTD	Various Business Units - Labour Hire	-2,302.55
EFT37245	28/02/2019	HEALTHSTRONG PTY LTD	Seniors - Client - Podiatry Session	-93.50
EFT37246	28/02/2019	HEDGEHOGS CAFÉ	Your Move Workplaces Consumables	-180.00
EFT37247	28/02/2019	HOME CHEF	Seniors - Meals On Wheels - January 2019	-386.95
EFT37248	28/02/2019	HUMES WEMBLEY CEMENT	Various Sites - Road Maintenance - Combination Grate	-2,501.68
EFT37249	28/02/2019	HYGIENE CONCEPTS	Various Sites - Sharps Dispenser Replacement	-312.84
EFT37250	28/02/2019	IMAGESOURCE DIGITAL SOLUTIONS	Production / Print - Annual Report	-2,850.10
EFT37251	28/02/2019	INDUSTRIAL CHEMICAL TECHNOLOGIES	Depot - Fuel Treatment Supplies	-635.54
EFT37252	28/02/2019	INSTANT PRODUCTS HIRE	Australia Day - Toilet Hire	-7,272.54
EFT37253	28/02/2019	J & J SWIFT	Stan Moses - Ceiling Repairs And Clean	-1,067.00
EFT37254	28/02/2019	JEFF GREEN TREE LOPPING	Various Sites - Street Tree Pruning & Removal	-2,793.00
EFT37255	28/02/2019	JORDAN PHILIP ANDONOVSKI	Fringe Festival -Wonderrealm - Map Design	-870.00

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EFT37256	28/02/2019	KLEENIT PTY LTD	Various Sites - Re-Mark Parking Bays	-1,097.25
EFT37257	28/02/2019	LANDCARE WEED CONTROL	Various Sites - Application Of Weed Control	-8,308.08
EFT37258	28/02/2019	LANDGATE	Rates - Gross Rental Evaluations	-849.82
EFT37259	28/02/2019	LJR MAINTENANCE SERVICES	Various Building Sites - Maintenance & Repairs	-330.00
EFT37260	28/02/2019	LO-GO APPOINTMENTS	Various Business Units - Labour Hire	-1,567.24
EFT37261	28/02/2019	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	Staff Attendance - Finance Professionals Conference	-2,840.00
EFT37262	28/02/2019	LOCHNESS LANDSCAPE SERVICES	Various Reserves - Turf Repairs / Supplies	-1,584.00
EFT37263	28/02/2019	LOCKDOC	Hyde Ret Village - Unit 24 - Replace Faulty Door Locks	-286.00
EFT37264	28/02/2019	MAIN ROADS WESTERN AUSTRALIA	Return Unused Funds To Mainroads	-15,925.80
EFT37265	28/02/2019	MARKETFORCE PTY LTD	Various Business Units - Advertising	-1,849.27
EFT37266	28/02/2019	MARTINS TRAILER PARTS	Various Fleet Vehicles - Parts	-146.71
EFT37267	28/02/2019	MAXIMUM INDEPENDENCE OCCUPATIONAL THERAPY	Seniors - Independent Living - Initial Assessment	-764.50
EFT37268	28/02/2019	MCDERMOTT GROUP	Various Sites - Plumbing Repairs	-9,159.48
EFT37269	28/02/2019	MCLEODS & CO	Professional Fees - Legal Advise	-5,530.80
EFT37270	28/02/2019	MILLS WILSON	General Meeting Of Electors - Video Development	-5,390.00
EFT37271	28/02/2019	MINT CIVIL PTY LTD	Various Sites - Street Sweeping Services	-8,594.08
EFT37272	28/02/2019	MIRRABOOKA AUTO ELECTRICS	Fleet Vehicle - Investigate & Repair Aircon Fault	-198.00
EFT37273	28/02/2019	MODERN TEACHING AIDS PTY LTD	Children Services - Art & Books Resources	-332.24
EFT37274	28/02/2019	MOORE STEPHENS	Staff Attendance 2019 Budget Workshop	-1,760.00
EFT37275	28/02/2019	MORLEY MOWER CENTRE	Depot - Minor Plant Parts	-670.78
EFT37276	28/02/2019	MT LAWLEY MILK	Office Milk Supplies - 35, 46 & 48 Old Perth Road & Depot	-201.60
EFT37277	28/02/2019	MULTILEC ENGINEERING PTY LTD	Library - Quarterly - Lift Service	-495.00
EFT37278	28/02/2019	NAMEPLATE ENGRAVERS	Various Business Units - Staff - Name Badges	-180.95
EFT37279	28/02/2019	NATURAL AREA HOLDINGS	Various Low Priority Street - Steam Weeding	-21,687.13
EFT37280	28/02/2019	NATURE CALLS PORTABLE TOILETS	Sandy Beach Reserve - Toilet Hire	-963.00
EFT37281	28/02/2019	NEAT N' TRIM UNIFORMS PTY LTD	Corporate Services Staff - Town Of Bassendean Uniforms	-460.07
EFT37282	28/02/2019	NEW WATER WAYS	Depot Staff - Training Course Attendance	-594.00
EFT37283	28/02/2019	NIKKI DENNERLEY	Children Services - Happy Feet Incursion	-125.00
EFT37284	28/02/2019	NORTH LAKE ELECTRICAL PTY LTD	Various Sites - Electrical Repairs & Maintenance	-9,894.13
EFT37285	28/02/2019	AXIIS CONTRACTING	Various Sites - Crossover, Road And Footpath Maintenance	-5,460.18

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EFT37286	28/02/2019	GREENACRES TURF GROUP	Various Sites - Turf Replacement & Repairs	-15,795.00
EFT37287	28/02/2019	LO-GO APPOINTMENTS	Various Business Units - Labour Hire	-1,862.19
EFT37288	28/02/2019	OFFICEWORKS SUPERSTORES PTY LTD	Various Business Units - Office Stationery	-1,605.05
EFT37289	28/02/2019	P & M AUTOMOTIVE EQUIPMENT	Depot - Workshop Hoist Services	-334.40
EFT37290	28/02/2019	PARALLAX PRODUCTIONS PTY LTD	Bassendean Mural - Design And Approval Consultations	-836.00
EFT37291	28/02/2019	PARAMOUNT ELECTRICAL SERVICES	Administration Building - New N B N Cabling	-1,375.00
EFT37292	28/02/2019	PARK MOTOR BODY BUILDERS (WA) PTY LTD	Fleet Vehicle - Tray Hinge	-64.35
EFT37293	28/02/2019	PARTY PLUS OSBORNE PARK	Christmas Bbq - Chairs, Table, Marquee - Equipment Hire	-454.30
EFT37294	28/02/2019	PERTH REWIND INDUSTRIES	Depot - Wash Down Area New Pump	-625.00
EFT37295	28/02/2019	PERTH SAFETY PRODUCTS PTY LTD	Depot - Safety Equipment And Signage	-2,442.77
EFT37296	28/02/2019		Cancelled	0.00
EFT37297	28/02/2019	PINNACLE GARAGE DOORS	Depot - Workshop - Supply & Install Garage Doors	-3,669.60
EFT37298	28/02/2019	PLE COMPUTERS	Various Business Units - Computer Supplies	-555.00
EFT37299	28/02/2019	PONIES FOR ANY OCCASION	Mary Crescent Playground - Opening - Entertainment Hire	-470.00
EFT37300	28/02/2019	PROGRAMMED PROPERTY SERVICES	Various Sites - Streetscape Watering	-12,217.98
EFT37301	28/02/2019	QUALITY TRAFFIC MANAGEMENT PTY LTD	Various Road Closures And Traffic Management (Inc Australia Day)	-25,233.99
EFT37302	28/02/2019	QUICK CORPORATE AUSTRALIA PTY LTD	Various Business Units - Office Stationery	-570.47
EFT37303	28/02/2019	READY GARDEN SERVICES	Sandy Beach Reserve - Bore Supplies	-792.00
EFT37304	28/02/2019	REECE'S STRUCTURES	Gravit8 - Hire Of Fences	-583.00
EFT37305	28/02/2019	RELATIONSHIPS AUSTRALIA (WESTERN AUSTRALIA) INC	Employee Assistance Program - Counselling	-165.00
EFT37306	28/02/2019	RESOURCE RECOVERY SOLUTIONS	Council Recycle Waste - Concrete, Bricks, Sand & Hotmix	-3,262.60
EFT37307	28/02/2019	RICOH AUSTRALIA PTY LTD	Various Business Units - Photocopier Lease And Charges	-2,443.34
EFT37308	28/02/2019	RICOH FINANCE AUSTRALIA PTY LTD	Various Business Units - Photocopier Lease And Charges	-206.80
EFT37309	28/02/2019	ROADS 2000	Various Sites - Road Re-Surfacing, Kerbing And Drainage Works	-121.90
EFT37310	28/02/2019	SAGE CONSULTING ENGINEERS PTY LTD	Consulting - Footpath - Lighting Redesign	-11,924.00
EFT37311	28/02/2019	SCANLAN SURVEYS PTY LTD	Stage 2 - Subdivision Lot 271 Hamilton Street	-4,468.20
EFT37312	28/02/2019	SCOUTS ASSOCIATION OF AUSTRALIA	Gravit 8 - Equipment - Light And Av Equipment	-2,260.00
EFT37313	28/02/2019	SHOFER PTY LTD	Seniors - Transport For Clients - January 2019	-768.19
EFT37314	28/02/2019	SINGTEL OPTUS PTY LTD	Seniors - Support Workers - Mobile Phone Charges - January 2019	-839.91
EFT37315	28/02/2019	SNAP PRINTING MIDLAND	Plants To Residents - Printing Vouchers	-125.00

1st February 2019
to
28th February 2019

Chq/EFT	Date	Name	Description	Amount
EFT37316	28/02/2019	STARLET NAPERY	Depot - Uniforms & Safety Gear	-516.40
EFT37317	28/02/2019	STIHL SHOP MIDLAND	Depot & Seniors - Plant Equipment & Parts	-517.50
EFT37318	28/02/2019	STYLUS DESIGN	Food Safety Newsletter - Design And File Preparation	-272.25
EFT37319	28/02/2019	SUEZ RECYCLING & RECOVERY PTY LTD	Depot - Council 10M3 Skip Bin	-283.03
EFT37320	28/02/2019		Cancelled	0.00
EFT37321	28/02/2019	T-QUIP	Depot - Fleet Vehicle - Parts	-4,411.15
EFT37322	28/02/2019	TABORDA CONTRACTING	Australia Day - Traffic Management Staff	-3,168.00
EFT37323	28/02/2019	TAMARA BELLA'S FACE PAINTING	Mary Crescent Playground Launch - Teddy Bear'S Picnic	-140.00
EFT37324	28/02/2019	TANKS FOR HIRE	Australia Day - Tanks For Water	-858.00
EFT37325	28/02/2019	TECHNOLOGICALLY SPEAKING	Library - Activity - Guess Speaker	-875.00
EFT37326	28/02/2019	TELEPHONE CLEANSING AUSTRALIA	Various Business Units - Telephone Wipes	-213.00
EFT37327	28/02/2019	THE EDUCATIONAL EXPERIENCE PTY LTD	Children Services - Childrens Play - Water Trays	-193.33
EFT37328	28/02/2019	THE ENVIRONMENTAL PRINTING COMPANY	Relax Term 1 2019 - Booklets And Flyers	-4,202.00
EFT37329	28/02/2019	TOTAL EDEN PTY LTD	Various Sites - Reticulation Supplies	-2,542.99
EFT37330	28/02/2019	TOTALLY WORKWEAR MIDLAND	Depot Staff - Uniforms	-185.90
EFT37331	28/02/2019	TURFCARE AUSTRALIA	Various Sites - Reticulation Supplies	-708.40
EFT37332	28/02/2019	TWM WINDOWS AND DOORS	Australia Day - Guildford Road Barriers	-2,875.00
EFT37333	28/02/2019	WALKERS PEST & LAWN MANAGEMENT	Various Sites - Ant Inspections And Treatments	-275.00
EFT37334	28/02/2019	WATTLEUP TRACTORS	Various Plant Equipment - Parts	-573.40
EFT37335	28/02/2019	WATTS WESTERN RUBBER	Various Fleet Vehicle - Tyre Repairs & Replacements	-224.40
EFT37336	28/02/2019	WESTBOOKS	Library - Book Purchases	-1,090.67
EFT37337	28/02/2019	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	Walga Weed Management Forum Attendance	-306.00
EFT37338	28/02/2019	AMAZING BRICK PAVING	Various Sites - Repair Verge And Walkway Brick Paving	-3,754.00
EFT37339	28/02/2019	EASTERN METROPOLITAN REGIONAL COUNCIL	Various Domestic & Council Rubbish	-27,120.23
EFT37340	28/02/2019	PHASE 3 LANDSCAPE CONSTRUCTION PTY LTD	Mary Crescent Playground Construction - Progress Claim 03	-99,101.02

1st February 2019
to
28th February 2019

Chq/EFT	Date	Name	Description	Amount
DD16922.1	01/02/2019	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan Guarantee Fee	-2,769.25
DD16976.1	01/02/2019	ONHOLD MAGIC	Messages On Hold - February 2019	-138.80
DD17075.1	04/02/2019	COMMONWEALTH CREDIT CARDS	Credit Card - January 2019	-24,565.86
DD16984.1	05/02/2019	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	Payroll Deductions	-44,891.29
DD16984.2	05/02/2019	REST SUPERANNUATION	Payroll Deductions	-1,408.77
DD16984.3	05/02/2019	MANIC SUPERANNUATION SUPER FUND	Payroll Deductions	-782.10
DD16984.4	05/02/2019	VIC SUPER	Superannuation Contributions	-226.77
DD16984.5	05/02/2019	MLC SUPER FUND	Superannuation Contributions	-434.82
DD16984.6	05/02/2019	SUPER DIRECTIONS FUND	Superannuation Contributions	-262.49
DD16984.7	05/02/2019	ANZ SMART CHOICE SUPER	Payroll Deductions	-571.93
DD16984.8	05/02/2019	AMP SUPERLEADER	Payroll Deductions	-419.45
DD16984.9	05/02/2019	NGS SUPER	Superannuation Contributions	-293.31
DD16984.10	05/02/2019	MLC SUPER FUND	Superannuation Contributions	-221.89
DD16984.11	05/02/2019	COMMONWEALTH ESSENTIAL SUPER	Superannuation Contributions	-109.47
DD16984.12	05/02/2019	WEALTH PERSONAL SUPERANNUATION AND PENSION FUND	Payroll Deductions	-965.97
DD16984.13	05/02/2019	AUSTRALIAN ETHICAL SUPER	Superannuation Contributions	-265.25
DD16984.14	05/02/2019	CARE SUPER	Superannuation Contributions	-148.64
DD16984.15	05/02/2019	CBUS INDUSTRY SUPERFUND	Superannuation Contributions	-35.38
DD16984.16	05/02/2019	T & E SUPER FUND	Superannuation Contributions	-106.84
DD16984.17	05/02/2019	COLONIAL FIRST STATE	Payroll Deductions	-734.89
DD16984.18	05/02/2019	HESTA SUPER FUND	Payroll Deductions	-1,912.37
DD16984.19	05/02/2019	PLUMMER SUPERANNUATION FUND	Superannuation Contributions	-991.15
DD16984.20	05/02/2019	B & L SUPER FUND	Superannuation Contributions	-189.62
DD16984.21	05/02/2019	AUSTRALIAN/WESTSCHEME SUPER	Superannuation Contributions	-4,513.05
DD16984.22	05/02/2019	HOST PLUS	Superannuation Contributions	-303.49
DD16984.23	05/02/2019	TWU SUPERANNUATION	Superannuation Contributions	-278.72
DD17029.1	15/02/2019	SG FLEET AUSTRALIA PTY LTD	Fleet Vehicles Leases - February 2019	-20,620.70
DD17030.1	19/02/2019	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	Payroll Deductions	-46,955.85
DD17030.2	19/02/2019	REST SUPERANNUATION	Payroll Deductions	-1,394.20
DD17030.3	19/02/2019	MANIC SUPERANNUATION SUPER FUND	Payroll Deductions	-689.01

ATTACHMENT NO. 14



FINANCIAL STATEMENTS

FOR THE PERIOD ENDED

31 January 2019

TOWN OF BASSENDEAN

MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the Period Ended 31 January 2019

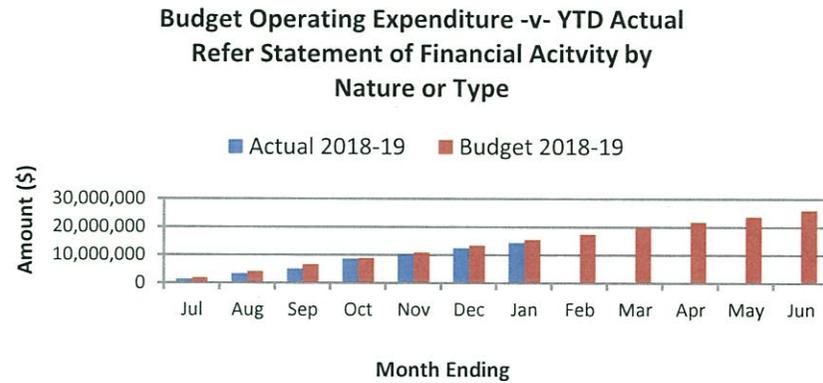
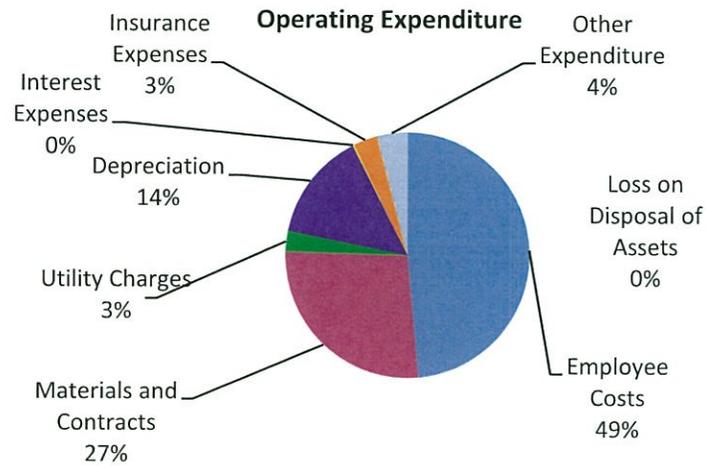
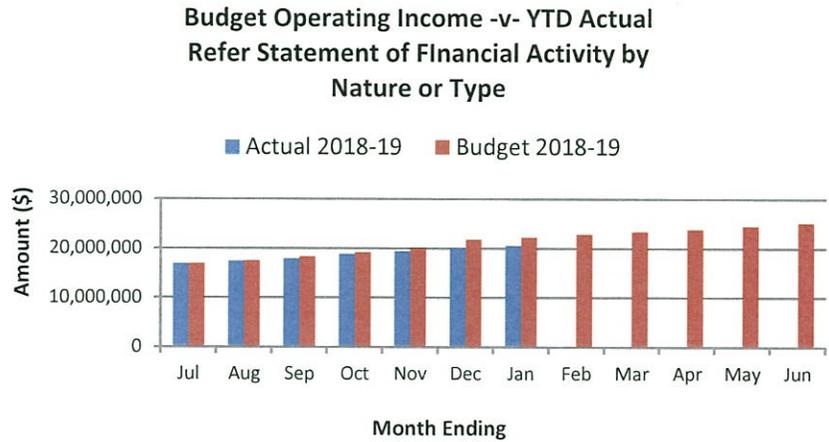
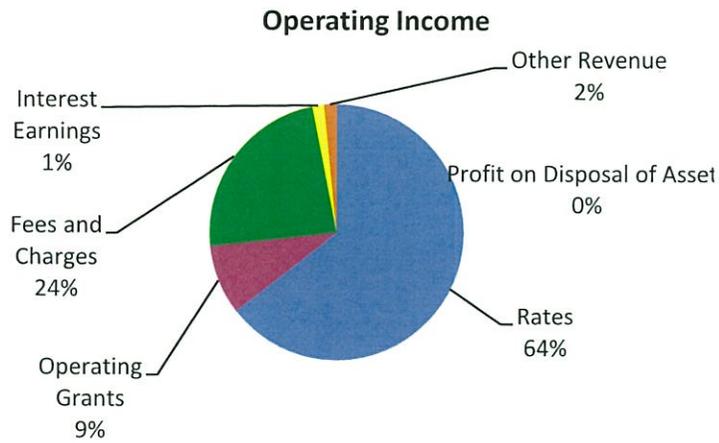
LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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**Town of Bassendean
Information Summary
For the Period Ended 31 January 2019**



TOWN OF BASSENDEAN
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 31 January 2019

	Note	Original Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening Funding Surplus(Deficit)	3	1,646,933	1,646,933	1,921,369	274,436	16.66%	😊
Revenue from operating activities							
Governance		17,200	12,538	5,387	(7,151)	(57.03%)	😞
General Purpose Funding - Rates	2	13,173,005	13,135,505	12,823,121	(312,384)	(2.38%)	😊
General Purpose Funding - Other		911,223	482,967	591,807	108,840	22.54%	😊
Law, Order and Public Safety		112,700	82,200	63,212	(18,988)	(23.10%)	😞
Health		2,760,665	2,750,332	2,731,610	(18,722)	(0.68%)	😊
Education and Welfare		5,051,412	2,933,466	3,218,569	285,103	9.72%	😊
Community Amenities		218,000	89,600	97,944	8,344	9.31%	😊
Recreation and Culture		236,560	162,135	223,357	61,222	37.76%	😊
Transport		154,000	152,500	8,911	(143,589)	(94.16%)	😞
Economic Services		100,350	59,950	55,239	(4,711)	(7.86%)	😊
Other Property and Services		83,172	48,873	81,193	32,320	66.13%	😊
		22,818,287	19,910,066	19,900,350		(0.05%)	
Expenditure from operating activities							
Governance		(1,181,968)	(726,035)	(582,724)	143,311	19.74%	😊
General Purpose Funding		(777,422)	(455,973)	(456,405)	(432)	(0.09%)	😊
Law, Order and Public Safety		(676,252)	(378,404)	(386,481)	(8,076)	(2.13%)	😊
Health		(3,189,115)	(1,889,110)	(1,719,465)	169,645	8.98%	😊
Education and Welfare		(5,560,607)	(3,244,094)	(3,293,835)	(49,742)	(1.53%)	😊
Community Amenities		(1,325,057)	(708,986)	(695,195)	13,791	1.95%	😊
Recreation and Culture		(6,593,488)	(4,007,568)	(3,673,206)	334,362	8.34%	😊
Other Property and Services		(202,135)	(151,931)	(71,222)	80,708	53.12%	😊
		(26,102,712)	(15,523,936)	(14,366,824)		7.45%	
Operating activities excluded from budget							
Add back Depreciation		3,316,368	1,934,437	2,065,071	130,634	6.75%	😞
Adjust (Profit)/Loss on Asset Disposal		(11,266)	33,734	-	(33,734)	(100.00%)	😞
Movement in Leave Reserve		10,405	9,368	9,368	-	0.00%	😊
Amount attributable to operating activities		31,082	6,363,669	7,607,966			
Investing Activities							
Non-operating Grants, Subsidies and Contributions							
Contributions		2,382,964	2,382,964	661,540	(1,721,424)	(72.24%)	😞
Proceeds from Disposal of Assets	10	897,300	-	-	-	-	😊
Land and Buildings	8	(955,500)	(335,500)	(109,232)	(226,268)	(67.44%)	😞
Infrastructure Assets - Roads	8	(1,878,165)	(478,165)	(370,462)	(107,703)	(22.52%)	😞
Infrastructure Assets - Footpaths	8	(25,500)	(25,500)	(31,183)	5,683	22.29%	😊
Infrastructure Assets - Other	8	(635,600)	(635,600)	(139,777)	(495,823)	(78.01%)	😞
Infrastructure Assets - Drainage	8	(547,750)	(547,750)	(21,733)	(526,017)	(96.03%)	😞
Plant and Equipment	8	(147,700)	(147,700)	(16,110)	(131,590)	(89.09%)	😞
Furniture and Equipment	8	(801,000)	(104,000)	(16,416)	(87,584)	(84.22%)	😞
Amount attributable to investing activities		(1,710,951)	108,749	(43,373)			
Financing Activities							
Self-Supporting Loan Principal		21,134	10,392	10,392	-	0.00%	😊
Transfer from Reserves	5	1,414,500	-	-	-	-100.00%	😞
Repayment of Debentures	4	(132,881)	(81,381)	(81,381)	-	0.00%	😊
Transfer to Reserves	5	(1,248,203)	(79,032)	(79,032)	-	0.00%	😊
Amount attributable to financing activities		54,550	(150,021)	(150,021)			
Closing Funding Surplus(Deficit)	3	21,614	7,969,330	9,335,941			

😊 More Revenue OR Less Expenditure
 😞 Less Revenue OR More Expenditure

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.
 Refer to Note 2 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and notes.

TOWN OF BASSEDEAN
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 31 January 2019

	Note	Original Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
			\$	\$	\$	%	
Opening Funding Surplus (Deficit)	3	1,646,933	1,646,933	1,921,369	274,436	16.66%	😊
Revenue from operating activities							
Rates	2	13,173,005	13,135,505	12,823,121	(312,384)	(2.38%)	
Operating Grants, Subsidies and Contributions		2,776,326	1,663,364	1,767,024	103,661	6.23%	😊
Fees and Charges		5,968,203	4,632,512	4,695,693	63,181	1.36%	
Interest Earnings		459,345	247,728	293,917	46,189	18.65%	😊
Other Revenue		370,556	230,105	320,595	90,490	39.33%	😊
Profit on Disposal of Assets	10	70,852	852	-			
		22,818,287	19,910,066	19,900,350		(0.05%)	
Expenditure from operating activities							
Employee Costs		(11,882,476)	(6,901,613)	(6,976,515)	(74,901)	(1.09%)	
Materials and Contracts		(8,337,538)	(4,987,383)	(3,864,484)	1,122,899	22.51%	😊
Utility Charges		(736,314)	(401,861)	(388,688)	13,173	3.28%	
Depreciation on Non-Current Assets		(3,316,368)	(1,934,437)	(2,065,071)	(130,634)	(6.75%)	😞
Interest Expenses		(49,688)	(29,067)	(24,274)	4,793	16.49%	
Insurance Expenses		(439,889)	(426,856)	(461,028)	(34,172)	(8.01%)	😞
Other Expenditure		(1,280,852)	(808,133)	(586,764)	221,369	27.39%	😊
Loss on Disposal of Assets	10	(59,586)	(34,586)	-	34,586	100.00%	
		(26,102,712)	(15,523,936)	(14,366,824)		7.45%	
Operating activities excluded from budget							
Add back Depreciation		3,316,368	1,934,437	2,065,071	130,634	6.75%	😞
Adjust (Profit)/Loss on Asset Disposal		(11,266)	33,734	-	(33,734)	(100.00%)	😞
Movement in Leave Reserve		10,405	9,368	9,368	-	0.00%	
Amount attributable to operating activities		31,082	6,363,669	7,607,966			
Investing activities							
Grants, Subsidies and Contributions		2,382,964	2,382,964	661,540	(1,721,424)	(72.24%)	😞
Proceeds from Disposal of Assets	10	897,300	-	-	-		
Land and Buildings	8	(955,500)	(335,500)	(109,232)	(226,268)	(67.44%)	😞
Infrastructure Assets - Roads	8	(1,878,165)	(478,165)	(370,462)	(107,703)	(22.52%)	😞
Infrastructure Assets - Footpaths	8	(25,500)	(25,500)	(31,183)	5,683	22.29%	😊
Infrastructure Assets - Other	8	(635,600)	(635,600)	(139,777)	(495,823)	(78.01%)	😞
Infrastructure Assets - Drainage	8	(547,750)	(547,750)	(21,733)	(526,017)	(96.03%)	😞
Plant and Equipment	8	(147,700)	(147,700)	(16,110)	(131,590)	(89.09%)	😞
Furniture and Equipment	8	(801,000)	(104,000)	(16,416)	(87,584)	(84.22%)	😞
Amount attributable to investing activities		(1,710,951)	108,749	(43,373)			
Financing Activities							
Self-Supporting Loan Principal		21,134	10,392	10,392	-	0.00%	
Transfer from Reserves	7	1,414,500	-	-	-	(100.00%)	
Repayment of Debentures	4	(132,881)	(81,381)	(81,381)	-	0.00%	
Transfer to Reserves	7	(1,248,203)	(79,032)	(79,032)	-	0.00%	
Amount attributable to financing activities		54,550	(150,021)	(150,021)			
Closing Funding Surplus (Deficit)	3	21,614	7,969,330	9,335,941			

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per data as per the adopted materiality threshold. Refer to Note 2 for an explanation of the variance. This statement is to be read in conjunction with the accompanying Financial Statements and notes.

😊 More Revenue OR Less Expenditure
 😞 Less Revenue OR More Expenditure

Town of Bassendean
STATEMENT OF FINANCIAL ACTIVITY
 (Corporate Business Plan)
 For the Period Ended 31 January 2019

	ORIGINAL BUDGET	YTD ACTUAL
	Sum of Original Budget	Sum of YTD Actual
Built Environment	6,296,338	3,606,358
Capital Expenditure	883,365	464,502
Operating Expenditure	7,155,187	3,854,026
Operating Income	(1,742,214)	(712,169)
Economic	16,994	9,099
Operating Expenditure	395,224	194,606
Operating Income	(378,230)	(185,508)
Good Governance	(12,256,800)	(12,448,082)
Capital Expenditure	75,000	773
Operating Expenditure	1,727,098	944,804
Operating Income	(14,058,898)	(13,393,658)
Natural Environment	4,907,363	984,807
Capital Expenditure	1,323,850	123,598
Operating Expenditure	6,695,198	3,659,744
Operating Income	(3,111,685)	(2,798,536)
Social	6,928,780	2,357,663
Capital Expenditure	2,709,000	116,040
Operating Expenditure	10,059,152	5,713,643
Operating Income	(5,839,372)	(3,472,020)
Grand Total	5,892,676	(5,490,155)
Less Depreciation	(3,316,368)	(2,065,071)
Plus Opening Surplus	(1,646,933)	(1,921,369)
Transfer from Reserves	(1,414,500)	-
Proceeds from Disposal of Ass	(897,300)	-
Employee Accruals	(10,405)	(9,368)
P& L on sale of assets	11,266	-
Loan Principal Repayments	132,881	81,381
Transfer to Reserves	1,248,203	79,032
Self Supporting Loan	(21,134)	(10,392)
TOTAL SUMMARY	(21,614)	(9,335,941)

Town of Bassendean
STATEMENT OF FINANCIAL POSITION
For the Period Ended 31 January 2019

	2018-19	2017-18
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	16,729,607	11,344,227
Trade and other receivables	3,584,806	1,124,301
Inventories	17,727	15,018
TOTAL CURRENT ASSETS	<u>20,332,140</u>	<u>12,483,546</u>
NON-CURRENT ASSETS		
Financial Assets	108,268	108,268
Other receivables	551,938	562,330
Property, plant and equipment	55,977,327	56,195,749
Infrastructure	107,994,123	109,135,859
Interests in Joint Ventures	7,954,836	7,954,836
TOTAL NON-CURRENT ASSETS	<u>172,586,492</u>	<u>173,957,042</u>
TOTAL ASSETS	<u>192,918,632</u>	<u>186,440,588</u>
CURRENT LIABILITIES		
Trade and other payables	3,966,642	3,601,168
Current portion of long term borrowings	51,499	132,880
Provisions	2,247,927	2,249,870
TOTAL CURRENT LIABILITIES	<u>6,266,068</u>	<u>5,983,918</u>
NON-CURRENT LIABILITIES		
Long term borrowings	678,500	678,500
Provisions	233,509	233,509
TOTAL NON-CURRENT LIABILITIES	<u>912,009</u>	<u>912,009</u>
TOTAL LIABILITIES	<u>7,178,077</u>	<u>6,895,927</u>
NET ASSETS	<u>185,740,555</u>	<u>179,544,661</u>
EQUITY		
Retained surplus	37,069,505	30,952,646
Reserves - cash backed	5,789,290	5,710,258
Revaluation surplus	142,881,759	142,881,757
TOTAL EQUITY	<u>185,740,555</u>	<u>179,544,661</u>

This statement is to be read in conjunction with the accompanying notes.

TOWN OF BASSENDEAN

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

For the Period Ended 31 January 2019

Statement of Financial Position Detailed	2018/2019 \$	2017/2018 \$
CASH AND CASH EQUIVALENTS		
Unrestricted	8,570,331	3,412,701
Restricted	8,159,276	7,931,526
	<u>16,729,607</u>	<u>11,344,227</u>
The following restrictions have been imposed by regulations or other externally imposed requirements:		
Leave Reserve	1,029,621	1,020,253
Plant & Equipment Reserve	389,025	384,098
Community Facilities Reserve	52,632	51,965
Land & Building Infrastructure Reserve	1,853,299	1,829,829
Waste Management Reserve	747,916	738,910
Wind in the Willows Reserve	90,881	89,841
Aged Persons Reserve	506,503	484,371
Youth Development Reserve	28,691	28,327
Underground Power Reserve	82,806	81,757
Drainage Reserve	422,775	417,421
HACC Assets Replacement	130,769	129,113
Sundry	-	-
Securities	-	-
Hall Hire Bonds	-	-
Hyde Retirement Village Retention Bonds	347,898	259,648
Other Bonds & Deposits	2,021,259	1,961,621
	<u>8,158,447</u>	<u>7,931,525</u>
TRADE AND OTHER RECEIVABLES		
Current		
Rates Outstanding	3,294,988	782,386
Sundry Debtors - General	131,460	131,908
GST Receivable	71,281	122,316
Accrued Interest	-	613
Sundry Debtors - SSL	21,134	21,134
Long Service Leave Due from Other Councils	65,944	65,944
	<u>3,584,807</u>	<u>1,124,301</u>
Non-Current		
Rates Outstanding - Pensioners	334,587	334,587
Loans - Clubs/Institutions	217,351	227,743
	<u>551,938</u>	<u>562,330</u>
Investments - Government House	<u>108,268</u>	<u>108,268</u>
Investments- EMRC	<u>7,954,836</u>	<u>7,954,836</u>
INVENTORIES		
Current		
Fuel and Materials	17,727	15,018
	<u>17,727</u>	<u>15,018</u>

TOWN OF BASSENDEAN

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

For the Period Ended 31 January 2019

Statement of Financial Position Detailed	2018/2019	2017/2018
PROPERTY, PLANT AND EQUIPMENT	\$	\$
Land and Buildings		
- Independent Valuation 2017 - Level 2	36,381,646	36,357,000
Buildings at:		
- Independent Valuation 2017 - Level 3	26,145,224	26,145,224
- Additions after valuation - cost	84,586	-
Less: accumulated depreciation	(8,074,337)	(7,784,939)
	18,155,473	18,360,285
Total Land and Buildings	54,537,119	54,717,285
Furniture and Equipment - Management Valuation 2016	165,239	165,239
- Additions after valuation - cost	273,014	256,598
Less Accumulated Depreciation	(145,518)	(121,964)
Less Accumulated Depreciation	292,735	299,873
Plant and Equipment - Independent Valuation 2016		
- Independent Valuation 2016 - Level 2	1,898,330	1,898,330
- Independent Valuation 2016 - Level 3	714,601	714,601
- Additions after valuation - cost	247,543	231,433
Less Accumulated Depreciation	(1,575,476)	(1,528,248)
-Less Disposals after Valuation	(200,146)	(200,146)
	1,084,852	1,115,970
Art Works		
- Management Valuation 2018 - Level 2	62,620	62,620
	62,620	62,620
	55,977,326	56,195,748
INFRASTRUCTURE		
Roads - Independent Valuation 2017	84,214,462	84,214,462
- Additions after valuation - cost	370,462	-
Less Accumulated Depreciation	(17,511,649)	(16,643,548)
	67,073,275	67,570,914
Footpaths - Independent Valuation 2017	10,291,342	10,291,342
- Additions after valuation - cost	31,183	-
Less Accumulated Depreciation	(3,385,393)	(3,242,936)
	6,937,132	7,048,406
INFRASTRUCTURE		
Drainage - Independent Valuation 2017	40,195,156	40,195,156
- Additions after valuation - cost	21,733	-
Less Accumulated Depreciation	(17,822,598)	(17,474,552)
	22,394,291	22,720,604

TOWN OF BASSENDEAN

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

For the Period Ended 31 January 2019

Statement of Financial Position Detailed	2018/2019 \$	2017/2018 \$
Parks & Ovals - Independent Valuation 2018	17,940,621	17,940,621
- Additions after valuation - cost	139,777	-
Less Accumulated Depreciation	(6,490,973)	(6,144,686)
	<u>11,589,424</u>	<u>11,795,935</u>
	<u>107,994,123</u>	<u>109,135,858</u>
TRADE AND OTHER PAYABLES		
Current		
Sundry Creditors	1,474,888	1,244,202
Accrued Interest on Debentures	-	4,793
Accrued Salaries and Wages	-	130,907
Rates in Advance	122,598	-
Bonds & Other Deposits	2,021,259	1,961,621
Hyde Retirement Village Bonds	347,898	259,648
	<u>3,966,642</u>	<u>3,601,171</u>
LONG-TERM BORROWINGS		
Secured by Floating Charge		
Loan Liability - Current	51,499	132,880
	<u>51,499</u>	<u>132,880</u>
Non-Current		
Secured by Floating Charge		
Loan Liability - Non Current	678,500	678,500
	<u>678,500</u>	<u>678,500</u>
PROVISIONS		
Current		
Provision for Annual Leave	1,001,458	1,003,402
Provision for Long Service Leave	1,246,468	1,246,468
	<u>2,247,926</u>	<u>2,249,870</u>
Non-Current		
Provision for Long Service Leave	233,509	233,509
	<u>233,509</u>	<u>233,509</u>
RECONCILIATION		
TOTAL CURRENT ASSETS	20,332,141	12,483,546
TOTAL NON CURRENT ASSETS	172,586,490	173,957,042
TOTAL ASSETS	192,918,633	186,440,588
TOTAL CURRENT LIABILITIES	6,266,067	5,983,918
TOTAL NON CURRENT LIABILITIES	912,009	912,009
TOTAL LIABILITIES	7,178,076	6,895,927
NET ASSETS	185,740,555	179,544,661

**TOWN OF BASSENDEAN
STATEMENT OF CASH FLOWS**

	2018/19 Actual \$	2018/19 Budget \$	2017/18 Actual \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts:			
Rates	10,957,645	13,011,456	13,367,223
Operating grants, subsidies and contributions	1,767,024	2,801,460	3,063,580
Fees and charges	4,399,591	5,968,203	5,551,226
Interest earnings	294,530	459,345	511,003
Goods and services tax	616,632	-	1,034,974
Other revenue	321,425	440,556	766,032
	<u>18,356,847</u>	<u>22,681,020</u>	<u>24,294,038</u>
Payments:			
Employee costs	(7,109,366)	(11,706,476)	(11,686,212)
Materials and contracts	(3,864,484)	(8,247,538)	(7,089,841)
Utility charges	(388,688)	(736,314)	(655,370)
Interest expenses	(29,067)	(43,985)	(58,333)
Insurance expenses	(461,028)	(439,889)	(435,443)
Goods and services tax	(565,597)	-	(1,044,531)
Other expenditure	(586,764)	(1,270,852)	(1,021,419)
	<u>(13,004,994)</u>	<u>(22,445,054)</u>	<u>(21,991,149)</u>
Net cash provided by (used in) operating activities	<u>5,351,853</u>	<u>235,966</u>	<u>2,302,889</u>
Non-operating grants, subsidies and contributions	661,540	2,382,964	661,225
Proceeds from sale of assets	-	897,300	35,036
Payments:			
Payments for purchase of property, plant & equipment	(141,758)	(1,904,200)	(658,596)
Payments for construction of infrastructure	(563,155)	(3,087,015)	(1,614,522)
Net cash provided by (used in) investment activities	<u>(43,373)</u>	<u>(1,710,951)</u>	<u>(1,576,857)</u>
CASH FLOWS FROM FINANCING ACTIVITIES			
Receipts:			
Proceeds from self supporting loans	10,392	21,134	19,951
Transfer from Trust	147,890	70,000	308,288
Payments:			
Repayment of debentures	(81,381)	(132,881)	(124,165)
Net cash provided by (used in) financing activities	<u>76,901</u>	<u>(41,747)</u>	<u>204,074</u>
Net increase (decrease) in cash held	5,385,381	(1,516,731)	930,106
Cash and cash equivalents at beginning of year	11,344,227	11,428,316	10,475,121
Cash and cash equivalents at the end of the year	<u>16,729,607</u>	<u>9,911,585</u>	<u>11,405,227</u>

This statement is to be read in conjunction with the accompanying notes.

**TOWN OF BASSENDEAN
NOTES TO AND FORMING PART OF THE CASHFLOW**

NOTES TO THE CASH FLOW STATEMENT

(a) Reconciliation of Cash

For the purposes of the cash flow statement, cash includes cash on hand and cash equivalents, net of outstanding bank overdrafts. Cash at the end of the reporting period is reconciled to the related items in the balance sheet as follows:

	2018/19 Actual \$	2018/19 Budget \$	2017/18 Actual \$
Cash and Cash Equivalents	16,729,607	9,911,585	11,405,227

(b) Reconciliation of Net Cash Provided By Operating Activities to Net Result

Net Result	6,195,896	(901,461)	(227,209)
Depreciation	2,065,071	3,316,368	3,284,278
(Profit)/Loss on Sale of Asset	-	(11,266)	55,817
(Increase)/Decrease in Receivables	(2,158,256)	(29,866)	112,403
(Increase)/Decrease in Inventories	(2,709)	-	(1,685)
Increase in Investment in Joint Venture	-	-	(428,338)
Increase/(Decrease) in Payables & Accruals	(84,665)	224,749	(2,228)
Increase/(Decrease) in Employee Provisions	(1,944)	20,405	171,076
Grants/Contributions for the Development of Assets	(661,540)	(2,382,964)	(661,225)
Net Cash from Operating Activities	5,351,853	235,966	2,302,889

TOWN OF BASSENDEAN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2019

Note 1: Explanation of Material Variances

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date

- ☺ More Revenue OR Less Expenditure
- ☹ Less Revenue OR More Expenditure

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Income	\$	%			
Governance	(7,151)	(57%)	☹	Permanent	Other Minor Income lower than anticipated.
General Purpose Funding - Rates	(312,384)	(2%)			Within Variance Threshold
General Purpose Funding - Other	108,840	23%	☺	Permanent/ Timing	Additional Insurance Rebate received - will amend at Budget Review. Also Late Payment Interest and Instalment Fees higher than anticipated YTD.
Law, Order and Public Safety	(18,988)	(23%)	☹	Timing	Timing of Fines issued
Health	(18,722)	(1%)			Within Variance Threshold
Education and Welfare	285,103	10%	☺	Timing	CHSP, HACCC, Childrens Services funding higher than anticipated at YTD.
Community Amenities	8,344	9%	☺	Timing	Timing of Town Planning Fees
Recreation and Culture	61,222	38%	☺	Permanent/ Timing	Naming rights for the SDFC were not invoiced in FY18 and have subsequently been invoiced in FY19. The additional revenue in FY19 will be recognised at the Budget review. Hall Hire and Reserve Hire income higher than anticipated at YTD.
Transport	(143,589)	(94%)	☹	Timing	RTR and DOT grants not yet received
Economic Services	(4,711)	(8%)			Within Variance Threshold
Other Property and Services	32,320	66%	☺	Permanent	Additional Private works income received - will amended at Budget Review
Operating Expense	\$	%			
Governance	143,311	20%	☺	Timing	Employee costs are lower than budget, and Admin recoveries are lower than budget. This may even out over the year.
General Purpose Funding	(432)	(0%)			Within Variance Threshold
Law, Order and Public Safety	(8,076)	(2%)			Within Variance Threshold
Health	169,645	9%	☺	Permanent	Rubbish Collection Invoices less than anticipated
Education and Welfare	(49,742)	(2%)			Within Variance Threshold
Community Amenities	13,791	2%			Within Variance Threshold
Recreation and Culture	334,362	8%	☺	Timing	
Transport	404,789	11%	☺	Timing	Timing of Street Tree Planting and Bike Boulevard Design
Economic Services	68,756	19%	☺	Timing	Timing of OPR Initiatives, Publicity and Promotion and EMRC Events
Other Property and Services	80,708	53%	☺	Timing	Public Works Overheads are recovering higher than YTD budget. This may even out over the year. Staff will monitor the recoveries and correct if required at the budget review.
Operating activities excluded from budget					
Depreciation	(130,634)	7%	☹	Permanent	Reserves, Parks, Plant & Equipment depreciation higher than budgeted for due to revaluation at 30 June 2018. Will be reviewed at Budget Review.
Adjust (Profit)/Loss on Asset Disposal	(33,734)	0%			Within Variance Threshold
Movement in Leave Reserve	0	0%			Within Variance Threshold
Capital Revenues		0%			Within Variance Threshold
Grants, Subsidies and Contributions	(1,721,424)	(72%)	☹	Timing	Dependent on Timing of Projects. Dept of Transport funding for bike boulevard, Cash In Lieu Funds, Lotterywest Mens Shed Funds - not yet received
Capital Expenses					<i>Refer to Note 8 for Capital expenditure detail</i>
Land and Buildings	(226,268)	(67%)	☹		Capital works not yet completed
Infrastructure - Roads	(107,703)	(23%)	☹		Capital works not yet completed
Infrastructure - Footpaths	5,683	22%	☺		Capital works completed
Infrastructure Assets - Other	(635,600)	(78%)	☹		Capital works not yet completed
Plant and Equipment	(131,590)	(89%)	☹		Capital works not yet completed
Furniture and Equipment	(87,584)	(84%)	☹		Capital works not yet completed
Financing					
Proceeds from New Debentures	0				Within Variance Threshold
Proceeds from Advances	0				Within Variance Threshold
Self-Supporting Loan Principal	0				Within Variance Threshold
Transfer from Reserves	0				Within Variance Threshold
Advances to Community Groups	0				Within Variance Threshold
Opening Funding Surplus(Deficit)	274,436	17%	☺	Timing	Timing - Capital Works Projects not Completed.

TOWN OF BASSENDEAN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2019

Note 2: Rating Information	Rate in	Number of Properties	Rateable Value	YTD Actual			Budget				
				Rate Revenue	Interim Rates	Back Rates	Total Revenue	Rate Revenue	Interim Rate	Back Rate	Total Revenue
RATE TYPE	\$		\$	\$	\$	\$	\$	\$	\$	\$	\$
GRV - Residential	7.2300	4,581	161,158,994	11,381,095	(4,582)	3,398	11,379,911	11,651,795	75,000	3,000	11,729,795
Sub-Totals		4,581	161,158,994	11,381,095	(4,582)	3,398	11,379,911	11,651,795	75,000	3,000	11,729,795
Minimum Payment											
Minimum Rate	1,095	1,318	18,297,341	1,443,210	-	-	1,443,210	1,443,210	-	-	1,443,210
Sub-Totals		1,318	18,297,341	1,443,210	-	-	1,443,210	1,443,210	-	-	1,443,210
Amount from General Rates		5,899	179,456,335	12,824,305	(4,582)	3,398	12,823,121	13,095,005	75,000	3,000	13,173,005
Totals							12,823,121	13,095,005			13,173,005

Comments - Rating Information

to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also considering the extent of any increase in rating over the level adopted in the previous year.

The minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of the Local Government services/facilities.

The Rates for 2018/19 were issued on the 10th August 2018. The due date for the payment of rates is September 14th 2018, unless the option to pay by instalments is taken. Rates instalments are subject to an instalment fee of \$36 and 5.5% interest. Instalment dates for 2018/19 are:

- 1st: 14 September 2018
- 2nd: 16 November 2018
- 3rd: 18 January 2019
- 4th: 22 March 2019

TOWN OF BASSENDEAN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2019

Note 3: Net Current Funding Position

Positive=Surplus (Negative=Deficit)

	Last Years Actual Closing	Current
	30 June 2018	31 Jan 2019
	\$	\$
Current Assets		
Cash Unrestricted	3,412,701	8,570,331
Cash Restricted - Conditions over Grants		
Cash Restricted	5,710,257	5,789,289
Restricted Cash - Trust	2,221,269	2,369,987
Rates Outstanding	782,386	3,294,988
Sundry Debtors	198,465	197,408
GST Receivable	122,315	71,281
Accrued Interest	613	-
Inventories	15,018	17,727
	12,463,025	20,311,010
Less: Current Liabilities		
Sundry Creditors	(1,244,201)	(1,474,888)
Accrued Interest on Debentures	(4,793)	-
Accrued Salaries and Wages	(130,907)	-
Rates in Advance	-	(122,598)
Hyde Retirement Village Bonds	(259,648)	(347,898)
Bonds and Other Deposits	(1,961,619)	(2,022,089)
Current Employee Provisions	(2,249,870)	(2,247,927)
	(5,851,038)	(6,215,399)
Less: Cash Reserves	(5,710,259)	(5,789,291)
Less: Accrued Interest	(613)	-
Plus : Liabilities funded by Cash Backed Reserves	1,020,253	1,029,621
Net Current Funding Position	1,921,368	9,335,941

TOWN OF BASSENDEAN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2019

Note 4 : Information on Borrowings

(a) Debenture Repayments

Particulars	01 Jul 2018	Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$
Recreation and Culture							
Loan 156 - Civic Centre Redevelopment	85,549	35,205	47,416	50,344	38,133	3,273	5,425
Loan 160A - Civic Centre Redevelopment	339,375	23,601	47,965	315,774	291,410	10,348	20,475
Loan 160B- Civic Centre Redevelopment	137,579	12,183	16,364	125,396	121,215	4,448	7,786
Self Supporting Loans							
Loan 157 - Ashfield Soccer Club	14,842	2,270	4,617	12,572	10,225	473	845
Loan 162 - TADWA	234,035	8,122	16,517	225,913	217,518	5,727	15,158
	811,379	81,381	132,881	729,999	678,500	24,269	49,688

(b) New Debentures

The Town does not propose to raise any debt through the issue of debenture this financial year

(c) Unspent Debentures

The Town has no unspent debentures.

(d) Overdraft

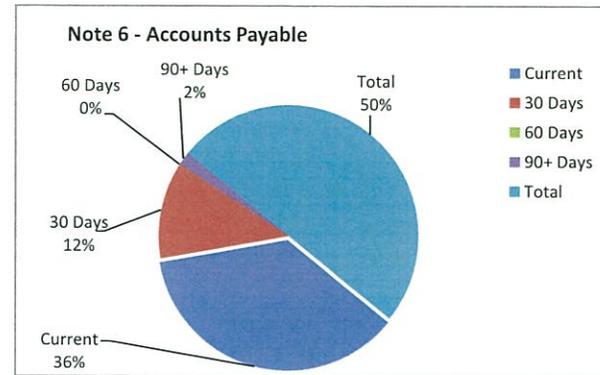
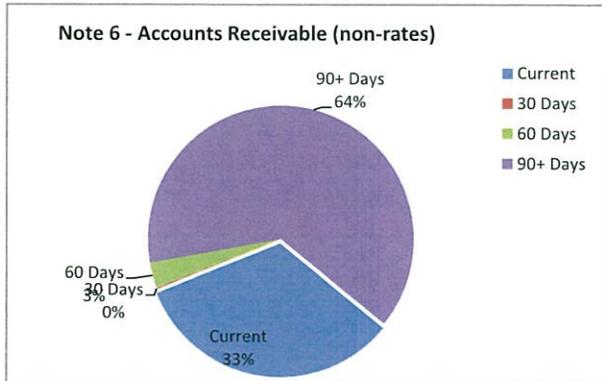
It is anticipated that this facility will not be required in the 2018/19 Financial Period.

TOWN OF BASSENDEAN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2019

Note 6: Receivables and Payables

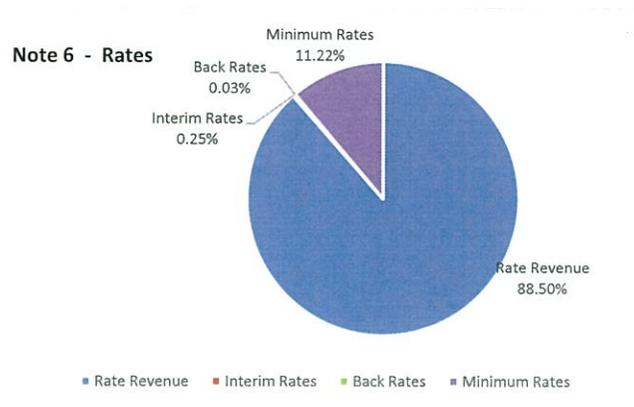
Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	39,031	135	3,671	75,016	117,853

Payables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Payables - General	320,824	105,696	37	14,515	441,072



Comments/Notes - Receivables General

The above amounts included GST where applicable.



Town of Bassendean
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2019

Note 7: Cash Backed Reserve

Name	Opening Balance	Budget Transfers In (+)	Budget Transfers Out (-)	Actual Transfers In (+)	Actual Transfers Out (-)	Actual Interest Earned	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$
Plant And Equipment Reserve	384,098	7,682	(65,000)		-	4,927	389,025
Community Facilities Reserve	51,965	1,039	-		-	667	52,632
Land And Buildings Infrastructure Reserve	1,829,829	886,597	(320,000)		-	23,470	1,853,299
Waste Management Reserve	738,910	213,942	(467,500)		-	9,006	747,916
Wind In The Willows Child Care Reserve	89,841	41,599	(45,000)		-	1,040	90,881
Aged Persons Reserve	484,371	9,687	(9,000)	15,895	-	6,237	506,503
Youth Development Reserve	28,327	567	-		-	363	28,691
Underground Power Reserve	81,757	1,635	(33,000)		-	1,049	82,806
Employee Entitlements Reserve	1,020,253	20,405	-		-	9,368	1,029,621
Drainage Infrastructure Reserve	417,421	8,348	(400,000)		-	5,354	422,775
Hacc Asset Replacement Reserve	129,113	6,702	(25,000)		-	1,656	130,769
Unspent Grants Reserve	454,371	50,000	(50,000)		-	-	454,371
	5,710,258	1,248,203	(1,414,500)	15,895	-	63,137	5,789,290

Town of Bassendean
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2019

Note 8: Capital Acquisitions

Assets	Account	Budget			YTD Actual			Purchase		Funding Source	Funding Amount
		Annual Budget	Revised Budget	YTD Budget	New/ Upgrade	Renewal	Total YTD	Order Value	YTD Variance		
		\$	\$	\$	\$	\$	\$	\$	\$		
Summary of Capital Acquisitions											
Land and Buildings		955,500	955,500	335,500	66,602	42,630	109,232	38,985	(226,268)		
Plant and Equipment		147,700	147,700	147,700	-	16,110	16,110	-	(131,590)		
Furniture and Equipment		801,000	804,000	104,000	-	16,416	16,416	11,915	(87,584)		
Roadworks		1,878,165	1,878,165	478,165	7,720	362,742	370,462	23,713	(107,703)		
Drainage		547,750	547,750	547,750	-	21,733	21,733	4,020	(526,017)		
Footpaths		25,500	25,500	25,500	-	31,183	31,183	-	5,683		
Parks, Gardens and Reserves		635,600	635,600	635,600	134,560	5,217	139,777	227,662	(495,823)		
Totals		4,991,215	4,994,215	2,274,215	208,882	496,031	704,913	306,294	(1,569,302)		
LAND											
271 HAMILTON STREET SEWER & POWER	AL1801	30,000	30,000	30,000	24,646	-	24,646	-	(5,354)		
HATTON CRT PAW- TPS 4 A	AL1802	6,000	6,000	6,000	-	-	-	-	(6,000)		
KENNY STREET-PAW- TPS 4 A	AL1803	5,000	5,000	5,000	-	-	-	-	(5,000)		
Land Total		41,000	41,000	41,000	24,646	-	24,646	-	(16,354)		
Buildings											
MAIN SWITCHBOARD- STAN MOSES PAV	AB1801	22,000	22,000	22,000	16,750	-	16,750	-	(5,250)		
MEN'S SHED CONSTRUCTION-	AB1802	370,000	370,000	-	-	5,006	5,006	22,477	5,006	Lotterywest Grant	200,000
PATIO REPLACEMENT- BOWLING CLUB	AB1804	15,000	15,000	15,000	-	15,000	15,000	-	-		
DEPOT SECURITY	AB1805	16,500	16,500	16,500	15,883	-	15,883	-	(617)		
ENGINEERING ROLLER DOOR	AB1806	20,000	20,000	20,000	-	-	-	-	(20,000)		
ABULTION FACILITY- SANDY BEACH	AB1807	250,000	250,000	-	-	-	-	-	-	POS CIL Funds from Trust	250,000
NEW RYDE VEHICLE CAGE- LIBRARY C/ P/	AB1808	5,500	5,500	5,500	-	4,680	4,680	-	(820)		
STOP WATER VALES- HYDE RETIREMENT	AB1809	9,000	9,000	9,000	8,550	-	8,550	-	(450)	Reserves - (Aged Persons)	9,000
SEATING REPLACEMENT- ASHFIELD RESE	AB1810	15,000	15,000	15,000	-	10,410	10,410	-	(4,590)		
1 SURREY STREET REDEVELOPMENT	AB1811	150,000	150,000	150,000	-	-	-	-	(150,000)	Reserves - (L & B)	150,000
AIRCONDITIONER UPGRADE- 48 OPR	AB1812	25,000	25,000	25,000	773	-	773	11,082	(24,227)		
KITCHEN CUPBOARDS- ALF FAULKNER H/	AB1813	6,500	6,500	6,500	-	-	-	5,425	(6,500)		
		-	-	-	-	-	-	-	-		
Buildings Total		914,500	914,500	294,500	41,956	42,630	84,586	38,985	(209,914)		

Town of Bassendean
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2019

Note 8: Capital Acquisitions

Assets	Account	Budget		YTD Actual					Purchase Order Value	YTD Variance	Funding Source	Funding Amount
		Annual Budget	Revised Budget	YTD Budget	New/ Upgrade	Renewal	Total YTD					
		\$	\$	\$	\$	\$	\$	\$	\$			
Furniture and Equipment												
IT INFRASTRUCTURE UPGRADE	AE1801	50,000	50,000	50,000	-	-	-	-	(50,000)			
CCTV UPGRADE LIBRARY CARPARK	AE1804	15,000	15,000	15,000	-	-	-	11,915	(15,000)			
ELECTRIC CHARGE STATION - OLD PERTH	AE1805	6,000	9,000	9,000	-	9,188	9,188	-	188			
PURCHASE OF NEW BINS- THREE BIN SYS	AE1806	700,000	700,000	-	-	-	-	-	-	Reserves (Waste)	467,500	
										Dept of Waste Grant	232,500	
CCTV SUCCESS HILL	AE1807	30,000	30,000	30,000	-	-	-	-	(30,000)			
CCTV UPGRADE - 35 OLD PERTH ROAD	AE1808	-	-	-	-	7,228	7,228	-	7,228			
Furniture and Equipment Total		801,000	804,000	104,000	-	16,416	16,416	11,915	(87,584)			
Plant and Equipment												
REPLACE HACC VEHICLE P853	AF1801	35,000	35,000	35,000	-	-	-	-	(35,000)	Reserves (HACC)	25,000	
POLMAC TAN AXLE TRAILER- PW7040	AF1802	11,700	11,700	11,700	-	9,198	9,198	-	(2,502)			
TRAILER- P7196- MOWER TRAILER	AF1803	16,000	16,000	16,000	-	6,913	6,913	-	(9,087)			
WATER TRUCK 5 TONNE - PP7117	AF1804	85,000	85,000	85,000	-	-	-	-	(85,000)	Reserves (Plant)	65,000	
Plant and Equipment Total		147,700	147,700	147,700	-	16,110	16,110	-	(131,590)			
Infrastructure - Roads												
SAFE ACTIVE ROJECT- BICYCLE BOULEVAI	AR1801	850,000	850,000	-	-	-	-	-	-	Dept of Transport Grant	850,000	
SAFE ACTIVE ROJECT- BICYCLE BOULEVAI	AR1802	550,000	550,000	-	-	-	-	-	-	Dept of Transport Grant	450,000	
RESURFACE SUCCESS ROAD - SEVENTH A	AR1803	35,000	35,000	35,000	-	34,287	34,287	-	(713)			
RESURFACE JAMES STREET, FROM OPR A	AR1804	275,000	275,000	275,000	-	162,804	162,804	17,675	(112,196)			
RESURFACE - KATHLEEN STREET- GUILDF	AR1805	45,261	45,261	45,261	-	32,998	32,998	2,487	(12,263)	R2R Grant	45,261	
RESURFACE - BRADSHAW STREET- WEST	AR1806	7,000	7,000	7,000	-	7,831	7,831	-	831			
RESURFACE -MARY CRESENT WEST OF LC	AR1807	10,000	10,000	10,000	-	10,397	10,397	-	397			
RESURFACE -GREY STREET END OF NORT	AR1808	42,904	42,904	42,904	-	34,216	34,216	-	(8,688)	MRWA Grant	28,603	
UPGRADE LIGHTING- PEDESTRIAN ROUT	AR1809	63,000	63,000	63,000	7,720	-	7,720	-	(55,280)			
SUCCESS ROAD RESURFACE AND FOOTP/	AR1810	-	-	-	-	80,210	80,210	3,551	80,210			
Roads Total		1,878,165	1,878,165	478,165	7,720	362,742	370,462	23,713	(107,703)			
Infrastructure - Footpaths												
FOOTPATH- TROY STREET BETWEEN SCA	AT1801	15,000	15,000	15,000	-	26,890	26,890	-	11,890			
FOOTPATH- COLSTOUN/ GUILDFORD RO	AT1802	10,500	10,500	10,500	-	4,294	4,294	-	(6,206)			
Infrastructure - Footpaths Total		25,500	25,500	25,500	-	31,183	31,183	-	5,683			

Town of Bassendean
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2019

Note 8: Capital Acquisitions

Assets	Account	Budget		YTD Actual			Purchase		Funding Source	Funding Amount	
		Annual Budget	Revised Budget	YTD Budget	New/ Upgrade	Renewal	Total YTD	Order Value			YTD Variance
		\$	\$	\$	\$	\$	\$	\$			
Infrastructure - Drainage											
DRAINAGE WORKS- LORD STREET- RELIN	AD1801	106,000	106,000	106,000		7,800	7,800	425	(98,200)		
DRAINAGE- NORTH ROAD REPLACE MAN	AD1803	51,250	51,250	51,250		943	943	-	(50,307)		
DRAINAGE- BRIDSON & WITFIELD STREE	AD1805	70,500	70,500	70,500	-	2,950	2,950	-	(67,550)		
DRAINAGE- SURREY STREET RELINE CHRI	AD1806	210,500	210,500	210,500		5,640	5,640	673	(204,860)		
DRAINAGE- ANZAC TCE STORMWATER P	AD1807	76,500	76,500	76,500		3,480	3,480	2,922	(73,020)		
DRAINAGE- PALMERSTON RESERVE- NEV	AD1808	33,000	33,000	33,000	-	920	920	-	(32,080)		
Infrastructre - Drainage Total		547,750	547,750	547,750	-	21,733	21,733	4,020	(526,017)	Reserves (Drainage)	400,000
Infrastructure - Park Plant & Equipment											
MARY CRES NATURE BASED PLAYGROUN	AP1801	250,000	250,000	250,000	59,766	-	59,766	182,442	(190,234)	POS CIL Funds from Trust	250,000
UPGRADE TO SHELTERS & SIGNAGE - SU	AP1802	7,000	7,000	7,000	-	-	-	-	(7,000)		
PLAY EQUIPMENT - PADBURY PARK	AP1803	10,000	10,000	10,000	-	-	-	-	(10,000)		
SEATING REPLACEMENT- ASHFIELD RESE	AP1804	-	-	-	-	-	-	-	-		
PLAY EQUIPMENT - WIND IN THE WILLO	AP1805	25,000	25,000	25,000	-	-	-	-	(25,000)	Reserves -(WIW)	25,000
PLAY EQUIPMENT - WIND IN THE WILLO	AP1806	10,000	10,000	10,000	-	-	-	-	(10,000)	Reserves -(WIW)	10,000
TENNIS COURTS RESURFACE- BIC	AP1807	15,000	15,000	15,000	13,750	-	13,750	-	(1,250)		
UPGRADE TO GARDENS- 48 OLD PERTH F	AP1808	15,000	15,000	15,000	8,561	-	8,561	-	(6,439)		
SPILLWAY CONSTRUCTION- SUCCESS HIL	AP1809	180,000	180,000	180,000	31,689	-	31,689	16,120	(148,311)		
POST & RAIL REPLACEMENT- JUBILEE RE	AP1810	20,000	20,000	20,000	19,793	-	19,793	-	(207)		
BROADWAY ABORETUM- STAGE 2 IMPL	AP1811	44,100	44,100	44,100	-	-	-	-	(44,100)	POS CIL Funds from Trust	44,100
PLAN FOR LIVING STREAMS	AP1812	20,000	20,000	20,000	-	-	-	-	(20,000)		
ASHFIELD TREES(U/PWER RES)	AP1813	-	-	-	-	-	-	-	-		
KELLY PARK LIGHTING	AP1814	32,500	32,500	32,500	1,000	-	1,000	29,100	(31,500)	POS CIL Funds from Trust	32,500
MARY CRESCENT DOG FOUNTAIN	AP1815	7,000	7,000	7,000	-	5,217	5,217	-	(1,783)		
Infrastructure - Park Plant & Equipment Total		635,600	635,600	635,600	134,560	5,217	139,777	227,662	(495,823)		3,714,464
Capital Expenditure Total		4,991,215	4,994,215	2,274,215	208,882	496,031	704,913	302,275	(1,569,302)		

TOWN OF BASSENDEAN
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ended 31 January 2019

Note 9: Budget Amendments

GL Account Code	Description	Current Budget	Amended Budget	Budget Movement	Reason
		\$	\$	\$	
No Budgetment Amendments for Period Ended 31 January 2019					

TOWN OF BASSENDEAN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2019

Note 10: Disposal of Assets

Asset Number	Asset Description	YTD Actual				Budget			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	By Program								
	Education and welfare	-	-	-	-	20,000	10,000	-	(10,000)
P853	Holden Omega (HACC)	-	-	-	-	20,000	10,000	-	(10,000)
	Community amenities	-	-	-	-	805,000	850,000	70,000	(25,000)
ALO0034	Lot 7557 Lord Street	-	-	-	-	400,000	375,000	-	(25,000)
ALO0035	48 Chapman Street	-	-	-	-	405,000	475,000	70,000	
	Other property and services	-	-	-	-	61,034	37,300	852	(24,586)
W7070	Polmac Tandem Axle Bobcat Trailer	-	-	-	-	1,300	1,300		
P7196	Papas Mower trailer 2 tonne	-	-	-	-	148	1,000	852	
PP7117	Isuzu Tip Truck	-	-	-	-	19,501	15,000	-	(4,501)
PW7048	Polmac Sweeper and Plant Trailer	-	-	-	-	40,085	20,000	-	(20,085)
	By Class								
	Property, Plant and Equipment	-	-	-	-	81,034	47,300	852	(34,586)
P853	Holden Omega (HACC)	-	-	-	-	20,000	10,000	-	(10,000)
W7070	Polmac Tandem Axle Bobcat Trailer	-	-	-	-	1,300	1,300	-	-
P7196	Papas Mower trailer 2 tonne	-	-	-	-	148	1,000	852	-
PP7117	Isuzu Tip Truck	-	-	-	-	19,501	15,000	-	(4,501)
PW7048	Polmac Sweeper and Plant Trailer	-	-	-	-	40,085	20,000	-	(20,085)
	Land	-	-	-	-	805,000	850,000	70,000	(25,000)
ALO0034	Lot 7557 Lord Street	-	-	-	-	400,000	375,000	-	(25,000)
ALO0035	48 Chapman Street	-	-	-	-	405,000	475,000	70,000	-
		-	-	-	-	886,034	897,300	70,852	(59,586)

There have been no disposals to date

TOWN OF BASSENDEAN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2019

Note 11: Trust Fund

Funds held at balance date over which the Town has no control and which are not included in this statement are as follows:

Description	Opening Balance 1/07/2018	Amount Received	Amount Paid	Closing Balance 31/01/2019
	\$	\$	\$	\$
Public Open Space	953,683	10,125	-	963,808
BCITF	-	21,404	(19,423)	1,981
BRB	4,953	27,267	(26,811)	5,409
Total Uncontrolled Trust Funds	958,636	58,796	(46,233)	971,199

Funds held at balance date over which the Town has control are as follows:

Description	Opening Balance 1/07/2018	Amount Received	Amount Paid	Closing Balance 31/01/2019
Hyde Retirement Village Retention Bonds	259,648	88,250	-	347,898
Securities	802,337	213,765	(101,794)	914,308
Hall Hire Bonds	26,641	34,470	(33,050)	28,061
Crossover Deposits	108,675	-	-	108,675
Landscaping Bonds	659,300	32,444	(72,744)	619,000
Stormwater Deposits	23,356	4,995	(950)	27,401
Lyneham Hostel Residents Trust	1,050	-	-	1,050
Iveson Hostel Residents Trust	18	-	-	18
Total Other Bonds and Deposits	1,961,619	372,857	(312,387)	2,022,089
Total Controlled Trust Funds	2,221,267	461,107	(312,387)	2,369,987

TOWN OF BASSENDEAN
EXTRACT LIST OF PROJECTS & CONSULTANCIES
For the Period Ended 31 January 2019

Note 12: Projects & Consultancies List

	2018/19 Budget	2018/19 Actual	Purchase Orders	2018/19 TOTAL	FUNDING SOURCE
RECREATION & CULTURE					
SPORT & REC - CLUB CONNECT	\$7,500	\$2,239	\$164	\$2,403	COUNCIL
SPORT & REC - KIDS SPORT	\$0	\$6,434	\$0	\$6,434	GRANT
CONSULTANT- PLAY SPACE IMPLEMENTATION	\$10,000	\$0	\$0	\$0	COUNCIL
MASTER PLAN - BIC RESERVE	\$20,000	\$0	\$0	\$0	COUNCIL
MASTER PLAN - JUBILEE RESERVE	\$20,000	\$0	\$0	\$0	COUNCIL
LIGHTING AUDITS - BASSENDEAN,JUBILEE,ASHFIELD	\$20,000	\$0	\$0	\$0	COUNCIL
CONSULTANT TO DESIGN NEW PLAYGROUND'S	\$35,000	\$12,535	\$17,800	\$30,335	COUNCIL
BUSINESS CASE - SDFC FOOTBALL FACILITIES	\$45,000	\$82	\$0	\$82	GRANT
DISABILITY ACCESS AND INCLUSION PLAN	\$20,000	\$10,405	\$10,000	\$20,405	COUNCIL
PENSIONER GUARD COTTAGE - ARCHITECT	\$52,000	\$9,285	\$29,115	\$38,400	COUNCIL
CULTURE - CULTURAL COMMUNITY PROJECTS	\$50,000	\$7,935	\$1,114	\$9,049	COUNCIL
PUBLIC EVENTS - FRINGE FESTIVAL	\$32,500	\$0	\$8,886	\$8,886	COUNCIL
PUBLIC EVENTS - WAMMI FESTIVAL	\$32,500	\$24,895	\$0	\$24,895	COUNCIL
PUBLIC EVENTS - NAIDOC DAY	\$81,000	\$80,250	\$0	\$80,250	\$20,000 GRANT'S
PUBLIC EVENTS - AUSTRALIA DAY	\$159,000	\$19,986	\$12,269	\$32,255	\$20,000 INCOME
PUBLIC EVENTS - COMMUNITY EVENTS SPONSORSHIP	\$30,000	\$8,191	\$124	\$8,315	COUNCIL
PUBLIC EVENTS - CHILDREN WEEK	\$1,700	\$494	\$0	\$494	COUNCIL
PUBLIC EVENTS - VISUAL ART AWARD	\$40,000	\$36,842	\$205	\$37,046	\$5,000 FEES
PUBLIC EVENTS - SENIORS WEEK	\$7,000	\$7,486	\$0	\$7,486	COUNCIL
PUBLIC EVENTS - AVON DECENT	\$5,300	\$5,792	\$0	\$5,792	\$4,500 GRANT
PUBLIC EVENTS - ANZAC DAY + OTHER MEMORIAL DAYS	\$17,200	\$4,105	\$5,051	\$9,156	COUNCIL
PUBLIC EVENTS - SUMMER OUTDOOR MOVIES	\$22,000	\$13,375	\$223	\$13,598	COUNCIL
TOTAL RECREATION & CULTURE	\$707,700	\$250,329	\$86,709	\$337,038	
LIBRARY					
TOWN OF BASSENDEAN HISTORY BOOK PRODUCTION	\$26,000	\$4,796	\$0	\$4,796	COUNCIL
TOTAL LIBRARY	\$26,000	\$4,796	\$0	\$4,796	
ASSET SERVICES					
ASSET MANAGEMENT	\$82,000	\$31,019	\$5,927	\$36,946	COUNCIL
GRAFFITI REMOVAL PROGRAM	\$20,000	\$10,754	\$12,135	\$22,889	COUNCIL
BIKE BOULEVARD DESIGN	\$120,000	\$53,180	\$4,370	\$57,550	DOT GRANT
URBAN FOREST MANAGEMENT PLAN & REVISED STREET TREE MASTER PLAN	\$60,000	\$1,306	\$0	\$1,306	COUNCIL
STREET/ROAD LIGHT REVIEW/ NEW LED LIGHTS	\$30,000	\$0	\$0	\$0	COUNCIL
CONTRACT ENGINEER - PROJECTS DESIGN	\$40,000	\$4,545	\$0	\$4,545	COUNCIL
STEAM WEEDING OF ROADS	\$85,000	\$26,123	\$11,261	\$37,384	COUNCIL
COMMUNITY SURVEY -ROADS & PARKS	\$0	\$0	\$0	\$0	COUNCIL
TOTAL TRANSPORT	\$437,000	\$126,927	\$33,693	\$160,620	
DEVELOPMENT SERVICES					
SWAN RIVER TRUST PRECINCT PLAN REVIEW	\$5,000	\$2,940	\$0	\$2,940	COUNCIL
STREETScape PROTECTION AREA(EILEEN TO WILSON)	\$30,000	\$0	\$0	\$0	COUNCIL
TPS # 4A FINALISATION	\$0	\$0	\$0	\$0	COUNCIL
MUNICIPAL HERITAGE INVENTORY	\$10,000	\$0	\$0	\$0	COUNCIL
TREE ASSESSMENT	\$5,000	\$0	\$0	\$0	COUNCIL
STRATEGIC PLANNING FRAMEWORK STAGE 1 & 2 INC COMMUNITY CONSULTATION	\$161,000	\$50,631	\$0	\$50,631	COUNCIL
STRATEGIC PLANNING FRAMEWORK STAGE 1 & 3	\$0	\$0	\$0	\$0	COUNCIL
CONTRACT RELIEF - BUILDING SURVEYOR	\$17,500	\$0	\$1,818	\$1,818	COUNCIL
TOTAL DEVELOPMENT SERVICES	\$228,500	\$53,572	\$1,818	\$55,390	

TOWN OF BASSENDEAN
EXTRACT LIST OF PROJECTS & CONSULTANCIES
For the Period Ended 31 January 2019

Note 12: Projects & Consultancies List

	2018/19 Budget	2018/19 Actual	Purchase Orders	2018/19 TOTAL	FUNDING SOURCE
ECONOMIC DEVELOPMENT					
ECONOMIC DEVELOPMENT- DEVELOPMENT PLAN	\$32,500	\$1,621	\$0	\$1,621	COUNCIL
OLD PERTH RD INITIATIVES	\$64,745	\$29,058	\$41,600	\$70,659	COUNCIL
BUSINESS PLAN - PUBLICITY & PROMOTION	\$30,000	\$19,073	\$10,140	\$29,213	COUNCIL
EMRC PROJECTS - ECONOMIC DEVELOPMENT	\$6,295	\$0	\$0	\$0	COUNCIL
EMRC PROJECTS - REGIONAL EVENTS	\$6,294	\$14,239	\$0	\$14,239	COUNCIL
TOTAL ECONOMIC DEVELOPMENT	\$139,834	\$63,991	\$51,741	\$115,732	
GOVERNANCE					
MARKETING & COMMUNICATIONS STRATEGY	\$81,000	\$0	\$0	\$0	
EMPLOYEE ASSISTANCE PROGRAM	\$30,000	\$16,656	\$4,548	\$21,205	COUNCIL
RECONCILIATION ACTION PLAN CONSULTATION	\$50,000	\$11,502	\$14,581	\$26,083	COUNCIL
ASHFIELD ACTION PLAN - ASHFIELD CAN	\$0	\$0	\$0	\$0	COUNCIL
GOVERNANCE - CORPORATE PLANNING	\$37,000	\$41,113	\$682	\$41,795	COUNCIL
RATING INCENTIVE SCHEME	\$0	\$0	\$0	\$0	COUNCIL
COUNCIL ELECTIONS	\$0	\$0	\$0	\$0	COUNCIL
OCCUPATIONAL HEALTH & SAFETY PROGRAMS	\$9,000	\$1,750	\$360	\$2,110	COUNCIL
SERVICE REVIEW - SENIORS & DISABILITY SERV + HRV	\$25,000	\$0	\$22,500	\$22,500	
REVIEW COMMUNITY CONSULTATION POLICY & CBP	\$0	\$151	\$0	\$151	COUNCIL
TOTAL GOVERNANCE	\$232,000	\$71,172	\$42,671	\$113,843	
HEALTH					
MOSQUITO CONTROL PROGRAM	\$36,000	\$243	\$0	\$243	COUNCIL
PEST - RAT ERADICATION PROGRAM	\$2,400	\$837	\$481	\$1,318	COUNCIL
TOTAL HEALTH	\$38,400	\$1,080	\$481	\$1,561	
RANGERS					
CONSTABLE CARE PROGRAM	\$5,500	\$5,500	\$0	\$5,500	COUNCIL
EMRC - FLOOD MARKINGS	\$15,000	\$16,627	\$401	\$17,028	COUNCIL
EMERGENCY SERVICES CONTRACTS	\$36,000	\$4,950	\$0	\$4,950	COUNCIL
TOTAL RANGERS	\$56,500	\$27,077	\$401	\$27,478	
ENVIRONMENT					
LOT 271 HAMILTON STREET - PREPARE SITE TO ACCOMMODATE DEVELOPMENT	\$50,800	\$0	\$50,800	\$50,800	COUNCIL
BINDARING HYDROLOGY STUDY	\$10,000	\$0	\$0	\$0	COUNCIL
SUSTAINABILITY - COMMUNITY EDUCATION PROGRAMME	\$10,000	\$3,233	\$0	\$3,233	COUNCIL
EMRC - REGIONAL INTEGRATED TRANSPORT PROJECTS	\$6,000	\$6,077	\$0	\$6,077	COUNCIL
EMRC - ENVIRONMENTAL & SUSTAINABILITY PROGRAM - ENERGY, WATER & CLIMATE CHANGE	\$41,000	\$45,423	\$0	\$45,423	COUNCIL
SUSTAINABILITY - COMMUNITY GRANTS & PROJECTS	\$10,000	\$0	\$0	\$0	COUNCIL
SUSTAINABILITY - CLEVER CLIMATE PROGRAM	\$5,000	\$0	\$0	\$0	COUNCIL
WASTE EDUCATIONAL PROG (Schools, Better Bin Etc)	\$25,420	\$0	\$0	\$0	COUNCIL
WASTE MANAGEMENT SURVEY FOR FUTURE NEEDS	\$0	\$0	\$0	\$0	COUNCIL
WASTE MANAGEMENT STICKERS	\$38,800	\$181	\$0	\$181	\$28k GRANT
TOTAL ENVIRONMENT	\$197,020	\$54,914	\$50,800	\$105,714	
TOTAL PROJECTS INCLUDED IN OPERATING EXPENDITURE	\$2,062,954	\$653,857	\$268,314	\$922,171	



FINANCIAL STATEMENTS

FOR THE PERIOD ENDED

28 February 2019

TOWN OF BASSENDEAN

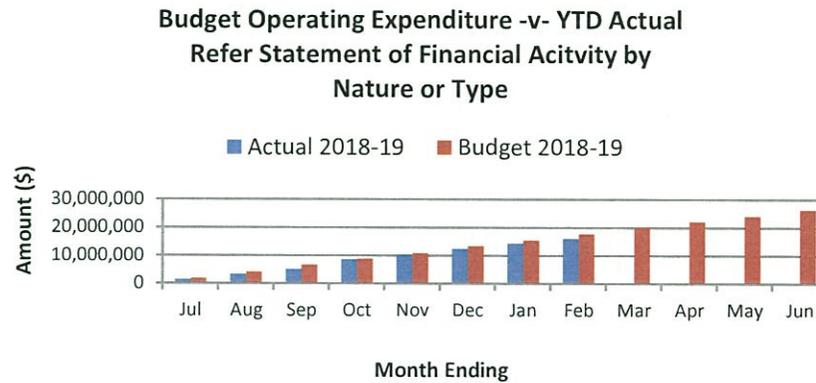
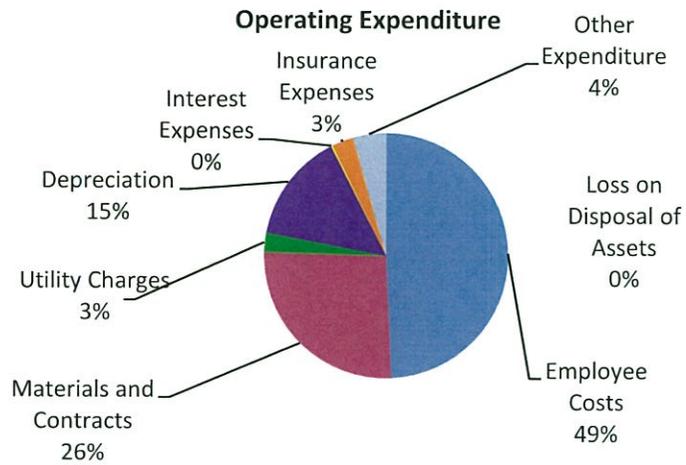
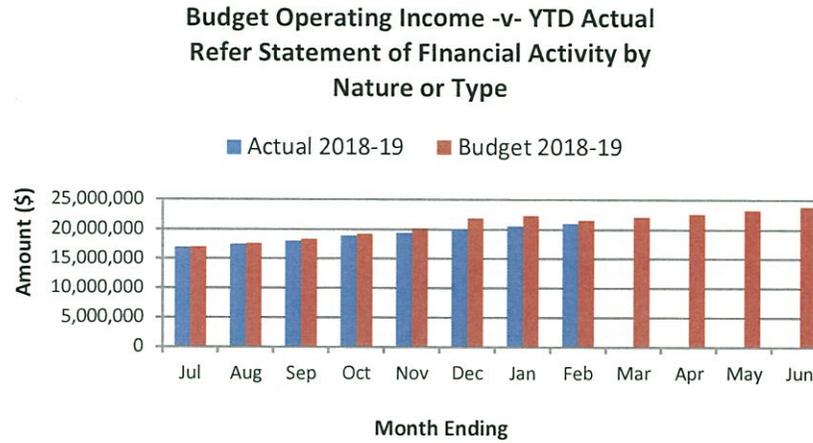
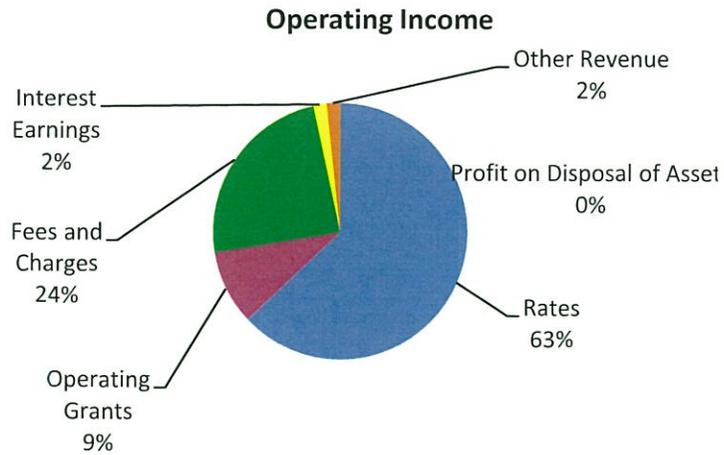
MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the Period Ended 28 February 2019

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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**Town of Bassendean
Information Summary
For the Period Ended 28 February 2019**



TOWN OF BASSENDEAN
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 28 February 2019

	Note	Original Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
			\$	\$	\$	%	
Opening Funding Surplus(Deficit)	3	1,646,933	1,646,933	1,921,369	274,436	16.66%	😊
Revenue from operating activities							
Governance		17,200	13,472	6,426	(7,046)	(52.30%)	😞
General Purpose Funding - Rates	2	13,103,005	12,794,804	12,831,194	36,390	0.28%	
General Purpose Funding - Other		981,223	503,133	714,390	211,257	41.99%	😊
Law, Order and Public Safety		112,700	97,090	72,864	(24,226)	(24.95%)	😞
Health		2,760,665	2,727,848	2,736,437	8,589	0.31%	
Education and Welfare		5,051,412	3,456,492	3,478,708	22,216	0.64%	
Community Amenities		218,000	102,440	106,819	4,379	4.27%	
Recreation and Culture		236,560	192,967	236,321	43,354	22.47%	😊
Transport		154,000	158,716	58,852	(99,864)	(62.92%)	😞
Economic Services		100,350	69,050	60,994	(8,056)	(11.67%)	😞
Other Property and Services		83,172	73,106	91,572	18,466	25.26%	😊
		22,818,287	20,189,118	20,394,577		1.02%	
Expenditure from operating activities							
Governance		(1,181,968)	(1,120,866)	(596,560)	524,306	46.78%	😊
General Purpose Funding		(777,422)	(493,701)	(527,034)	(33,333)	(6.75%)	😞
Law, Order and Public Safety		(676,252)	(432,668)	(429,587)	3,081	0.71%	
Health		(3,189,115)	(2,003,272)	(1,859,093)	144,179	7.20%	😊
Education and Welfare		(5,560,607)	(3,752,032)	(3,729,341)	22,691	0.60%	
Community Amenities		(1,325,057)	(818,890)	(757,869)	61,021	7.45%	😊
Recreation and Culture		(6,593,488)	(4,567,671)	(4,232,894)	334,777	7.33%	😊
Other Property and Services		(202,135)	(187,703)	(56,057)	131,646	70.14%	😊
		(26,102,712)	(17,848,672)	(16,093,642)		9.83%	
Operating activities excluded from budget							
Add back Depreciation		3,316,368	2,215,572	2,333,997	118,425	5.35%	😞
Adjust (Profit)/Loss on Asset Disposal		(11,266)	33,734	-	(33,734)	(100.00%)	😞
Movement in Leave Reserve		10,405	9,368	9,368	-	0.00%	
Amount attributable to operating activities		31,082	4,599,120	6,644,300			
Investing Activities							
Non-operating Grants, Subsidies and Contributions							
Proceeds from Disposal of Assets	10	2,382,964	2,382,964	652,082	(1,730,882)	(72.64%)	😞
Land and Buildings	8	897,300	-	-	-		
Infrastructure Assets - Roads	8	(955,500)	(909,824)	(115,535)	(794,289)	(87.30%)	😞
Infrastructure Assets - Footpaths	8	(1,878,165)	(1,652,934)	(373,582)	(1,279,352)	(77.40%)	😞
Infrastructure Assets - Footpaths	8	(25,500)	(42,390)	(39,059)	(3,331)	(7.86%)	
Infrastructure Assets - Other	8	(635,600)	(567,285)	(366,199)	(201,086)	(35.45%)	😞
Infrastructure Assets - Drainage	8	(547,750)	(389,700)	(21,733)	(367,967)	(94.42%)	😞
Plant and Equipment	8	(147,700)	(16,111)	(16,110)	(1)	(0.01%)	
Furniture and Equipment	8	(801,000)	(781,322)	(16,416)	(764,906)	(97.90%)	😞
Amount attributable to investing activities		(1,710,951)	(1,976,602)	(296,552)			
Financing Activities							
Self-Supporting Loan Principal		21,134	14,555	14,555	-	0.00%	
Transfer from Reserves	5	1,414,500	-	-	-	-100.00%	
Repayment of Debentures	4	(132,881)	(85,543)	(85,543)	-	0.00%	
Transfer to Reserves	5	(1,248,203)	(99,942)	(99,942)	-	0.00%	
Amount attributable to financing activities		54,550	(170,930)	(170,930)			
Closing Funding Surplus(Deficit)	3	21,614	4,098,520	8,098,186			

😊 More Revenue OR Less Expenditure
 😞 Less Revenue OR More Expenditure

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

Refer to Note 2 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and notes.

TOWN OF BASSENDEAN
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 28 February 2019

	Note	Original Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
			\$	\$	\$	%	
Opening Funding Surplus (Deficit)	3	1,646,933	1,646,933	1,921,369	274,436	16.66%	😊
Revenue from operating activities							
Rates	2	13,173,005	12,794,804	12,831,194	36,390	0.28%	
Operating Grants, Subsidies and Contributions		2,776,326	1,956,583	1,927,159	(29,423)	(1.50%)	
Fees and Charges		5,968,203	4,910,215	4,935,793	25,578	0.52%	
Interest Earnings		459,345	217,978	348,492	130,514	59.87%	😊
Other Revenue		370,556	308,686	351,939	43,253	14.01%	😊
Profit on Disposal of Assets	10	70,852	852	-			
		22,818,287	20,189,118	20,394,577		1.02%	
Expenditure from operating activities							
Employee Costs		(11,882,476)	(8,263,356)	(7,931,876)	331,479	4.01%	
Materials and Contracts		(8,337,538)	(5,425,622)	(4,211,323)	1,214,299	22.38%	😊
Utility Charges		(736,314)	(444,049)	(411,471)	32,578	7.34%	😊
Depreciation on Non-Current Assets		(3,316,368)	(2,215,572)	(2,333,997)	(118,425)	(5.35%)	😞
Interest Expenses		(49,688)	(32,823)	(28,030)	4,793	14.60%	
Insurance Expenses		(439,889)	(439,690)	(462,028)	(22,338)	(5.08%)	😞
Other Expenditure		(1,280,852)	(992,975)	(714,917)	278,058	28.00%	😊
Loss on Disposal of Assets	10	(59,586)	(34,586)	-	34,586	100.00%	
		(26,102,712)	(17,848,672)	(16,093,642)		9.83%	
Operating activities excluded from budget							
Add back Depreciation		3,316,368	2,215,572	2,333,997	118,425	5.35%	😞
Adjust (Profit)/Loss on Asset Disposal		(11,266)	33,734	-	(33,734)	(100.00%)	😞
Movement in Leave Reserve		10,405	9,368	9,368	-	0.00%	
Amount attributable to operating activities		31,082	4,599,120	6,644,300			
Investing activities							
Grants, Subsidies and Contributions		2,382,964	2,382,964	652,082	(1,730,882)	(72.64%)	😞
Proceeds from Disposal of Assets	10	897,300	-	-	-		
Land and Buildings	8	(955,500)	(909,824)	(115,535)	(794,289)	(87.30%)	😞
Infrastructure Assets - Roads	8	(1,878,165)	(1,652,934)	(373,582)	(1,279,352)	(77.40%)	😞
Infrastructure Assets - Footpaths	8	(25,500)	(42,390)	(39,059)	(3,331)	(7.86%)	
Infrastructure Assets - Other	8	(635,600)	(567,285)	(366,199)	(201,086)	(35.45%)	😞
Infrastructure Assets - Drainage	8	(547,750)	(389,700)	(21,733)	(367,967)	(94.42%)	😞
Plant and Equipment	8	(147,700)	(16,111)	(16,110)	(1)	(0.01%)	
Furniture and Equipment	8	(801,000)	(781,322)	(16,416)	(764,906)	(97.90%)	😞
Amount attributable to investing activities		(1,710,951)	(1,976,602)	(296,552)			
Financing Activities							
Self-Supporting Loan Principal		21,134	14,555	14,555	-	0.00%	
Transfer from Reserves	7	1,414,500	-	-	-	(100.00%)	
Repayment of Debentures	4	(132,881)	(85,543)	(85,543)	-	0.00%	
Transfer to Reserves	7	(1,248,203)	(99,942)	(99,942)	-	0.00%	
Amount attributable to financing activities		54,550	(170,930)	(170,930)			
Closing Funding Surplus (Deficit)	3	21,614	4,098,520	8,098,186			

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per data as per the adopted materiality threshold. Refer to Note 2 for an

😊 More Revenue OR Less Expenditure
 😞 Less Revenue OR More Expenditure

explanation of the variance. This statement is to be read in conjunction with the accompanying Financial Statements and notes.

Town of Bassendean
STATEMENT OF FINANCIAL POSITION
For the Period Ended 28 February 2019

	2018-19	2017-18
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	16,046,402	11,344,227
Trade and other receivables	2,910,317	1,124,301
Inventories	16,617	15,018
TOTAL CURRENT ASSETS	18,973,335	12,483,546
NON-CURRENT ASSETS		
Financial Assets	108,268	108,268
Other receivables	547,776	562,330
Property, plant and equipment	55,936,737	56,195,749
Infrastructure	108,009,508	109,135,859
Interests in Joint Ventures	7,954,836	7,954,836
TOTAL NON-CURRENT ASSETS	172,557,125	173,957,042
TOTAL ASSETS	191,530,460	186,440,588
CURRENT LIABILITIES		
Trade and other payables	3,825,514	3,601,168
Current portion of long term borrowings	47,337	132,880
Provisions	2,247,927	2,249,870
TOTAL CURRENT LIABILITIES	6,120,777	5,983,918
NON-CURRENT LIABILITIES		
Long term borrowings	678,500	678,500
Provisions	233,509	233,509
TOTAL NON-CURRENT LIABILITIES	912,009	912,009
TOTAL LIABILITIES	7,032,786	6,895,927
NET ASSETS	184,497,674	179,544,661
EQUITY		
Retained surplus	35,805,716	30,952,646
Reserves - cash backed	5,810,200	5,710,258
Revaluation surplus	142,881,759	142,881,757
TOTAL EQUITY	184,497,674	179,544,661

This statement is to be read in conjunction with the accompanying notes.

TOWN OF BASSENDEAN

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

For the Period Ended 28 February 2019

Statement of Financial Position Detailed	2018/2019 \$	2017/2018 \$
CASH AND CASH EQUIVALENTS		
Unrestricted	7,813,938	3,412,701
Restricted	8,232,464	7,931,526
	<u>16,046,402</u>	<u>11,344,227</u>
The following restrictions have been imposed by regulations or other externally imposed requirements:		
Leave Reserve	1,029,621	1,020,253
Plant & Equipment Reserve	390,914	384,098
Community Facilities Reserve	52,888	51,965
Land & Building Infrastructure Reserve	1,862,300	1,829,829
Waste Management Reserve	751,549	738,910
Wind in the Willows Reserve	91,323	89,841
Aged Persons Reserve	508,963	484,371
Youth Development Reserve	28,830	28,327
Underground Power Reserve	83,208	81,757
Drainage Reserve	424,829	417,421
HACC Assets Replacement	131,404	129,113
Sundry	-	-
Securities	-	-
Hall Hire Bonds	-	-
Hyde Retirement Village Retention Bonds	375,898	259,648
Other Bonds & Deposits	2,046,368	1,961,621
	<u>8,232,467</u>	<u>7,931,525</u>
TRADE AND OTHER RECEIVABLES		
Current		
Rates Outstanding	2,686,767	782,386
Sundry Debtors - General	74,755	131,908
GST Receivable	61,717	122,316
Accrued Interest	-	613
Sundry Debtors - SSL	21,134	21,134
Long Service Leave Due from Other Councils	65,944	65,944
	<u>2,910,317</u>	<u>1,124,301</u>
Non-Current		
Rates Outstanding - Pensioners	334,587	334,587
Loans - Clubs/Institutions	213,188	227,743
	<u>547,775</u>	<u>562,330</u>
Investments - Government House	<u>108,268</u>	<u>108,268</u>
Investments- EMRC	<u>7,954,836</u>	<u>7,954,836</u>
INVENTORIES		
Current		
Fuel and Materials	16,617	15,018
	<u>16,617</u>	<u>15,018</u>

TOWN OF BASSENDEAN

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

For the Period Ended 28 February 2019

Statement of Financial Position Detailed	2018/2019	2017/2018
PROPERTY, PLANT AND EQUIPMENT	\$	\$
Land and Buildings		
- Independent Valuation 2017 - Level 2	36,381,646	36,357,000
Buildings at:		
- Independent Valuation 2017 - Level 3	26,145,224	26,145,224
- Additions after valuation - cost	90,889	-
Less: accumulated depreciation	(8,112,026)	(7,784,939)
	18,124,087	18,360,285
Total Land and Buildings	54,505,733	54,717,285
Furniture and Equipment - Management Valuation 2016	165,239	165,239
- Additions after valuation - cost	273,014	256,598
Less Accumulated Depreciation	(148,586)	(121,964)
Less Accumulated Depreciation	289,667	299,873
Plant and Equipment - Independent Valuation 2016		
- Independent Valuation 2016 - Level 2	1,898,330	1,898,330
- Independent Valuation 2016 - Level 3	714,601	714,601
- Additions after valuation - cost	247,543	231,433
Less Accumulated Depreciation	(1,581,612)	(1,528,248)
-Less Disposals after Valuation	(200,146)	(200,146)
	1,078,716	1,115,970
Art Works		
- Management Valuation 2018 - Level 2	62,620	62,620
	62,620	62,620
	55,936,736	56,195,748
INFRASTRUCTURE		
Roads - Independent Valuation 2017	84,214,462	84,214,462
- Additions after valuation - cost	373,582	-
Less Accumulated Depreciation	(17,624,704)	(16,643,548)
	66,963,340	67,570,914
Footpaths - Independent Valuation 2017	10,291,342	10,291,342
- Additions after valuation - cost	39,059	-
Less Accumulated Depreciation	(3,403,946)	(3,242,936)
	6,926,455	7,048,406
INFRASTRUCTURE		
Drainage - Independent Valuation 2017	40,195,156	40,195,156
- Additions after valuation - cost	21,733	-
Less Accumulated Depreciation	(17,867,924)	(17,474,552)
	22,348,965	22,720,604

TOWN OF BASSENDEAN

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

For the Period Ended 28 February 2019

Statement of Financial Position Detailed	2018/2019 \$	2017/2018 \$
Parks & Ovals - Independent Valuation 2018	17,940,621	17,940,621
- Additions after valuation - cost	366,199	-
Less Accumulated Depreciation	(6,536,071)	(6,144,686)
	<u>11,770,749</u>	<u>11,795,935</u>
	<u>108,009,508</u>	<u>109,135,858</u>
TRADE AND OTHER PAYABLES		
Current		
Sundry Creditors	1,257,941	1,244,202
Accrued Interest on Debentures	-	4,793
Accrued Salaries and Wages	-	130,907
Rates in Advance	145,308	-
Bonds & Other Deposits	2,046,368	1,961,621
Hyde Retirement Village Bonds	375,898	259,648
	<u>3,825,513</u>	<u>3,601,171</u>
LONG-TERM BORROWINGS		
Secured by Floating Charge		
Loan Liability - Current	47,337	132,880
	<u>47,337</u>	<u>132,880</u>
Non-Current		
Secured by Floating Charge		
Loan Liability - Non Current	678,500	678,500
	<u>678,500</u>	<u>678,500</u>
PROVISIONS		
Current		
Provision for Annual Leave	1,001,458	1,003,402
Provision for Long Service Leave	1,246,468	1,246,468
	<u>2,247,926</u>	<u>2,249,870</u>
Non-Current		
Provision for Long Service Leave	233,509	233,509
	<u>233,509</u>	<u>233,509</u>
RECONCILIATION		
TOTAL CURRENT ASSETS	18,973,336	12,483,546
TOTAL NON CURRENT ASSETS	172,557,123	173,957,042
TOTAL ASSETS	191,530,461	186,440,588
TOTAL CURRENT LIABILITIES	6,120,776	5,983,918
TOTAL NON CURRENT LIABILITIES	912,009	912,009
TOTAL LIABILITIES	7,032,785	6,895,927
NET ASSETS	184,497,674	179,544,661

**TOWN OF BASSENDEAN
STATEMENT OF CASH FLOWS**

	2018/19 Actual \$	2018/19 Budget \$	2017/18 Actual \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts:			
Rates	11,597,759	13,011,456	13,367,223
Operating grants, subsidies and contributions	1,927,159	2,801,460	3,063,580
Fees and charges	4,479,449	5,968,203	5,551,226
Interest earnings	349,105	459,345	511,003
Goods and services tax	695,207	-	1,034,974
Other revenue	351,939	440,556	766,032
	<u>19,400,618</u>	<u>22,681,020</u>	<u>24,294,038</u>
Payments:			
Employee costs	(8,064,727)	(11,706,476)	(11,686,212)
Materials and contracts	(4,211,323)	(8,247,538)	(7,089,841)
Utility charges	(411,471)	(736,314)	(655,370)
Interest expenses	(32,823)	(43,985)	(58,333)
Insurance expenses	(462,028)	(439,889)	(435,443)
Goods and services tax	(634,608)	-	(1,044,531)
Other expenditure	(714,917)	(1,270,852)	(1,021,419)
	<u>(14,531,897)</u>	<u>(22,445,054)</u>	<u>(21,991,149)</u>
Net cash provided by (used in) operating activities	<u>4,868,721</u>	<u>235,966</u>	<u>2,302,889</u>
Non-operating grants, subsidies and contributions	652,082	2,382,964	661,225
Proceeds from sale of assets	-	897,300	35,036
Payments:			
Payments for purchase of property, plant & equipment	(148,061)	(1,904,200)	(658,596)
Payments for construction of infrastructure	(800,572)	(3,087,015)	(1,614,522)
Net cash provided by (used in) investment activities	<u>(296,552)</u>	<u>(1,710,951)</u>	<u>(1,576,857)</u>
CASH FLOWS FROM FINANCING ACTIVITIES			
Receipts:			
Proceeds from self supporting loans	14,555	21,134	19,951
Transfer from Trust	200,999	70,000	308,288
Payments:			
Repayment of debentures	(85,543)	(132,881)	(124,165)
Net cash provided by (used in) financing activities	<u>130,011</u>	<u>(41,747)</u>	<u>204,074</u>
Net increase (decrease) in cash held	4,702,180	(1,516,731)	930,106
Cash and cash equivalents at beginning of year	11,344,227	11,428,316	10,475,121
Cash and cash equivalents at the end of the year	<u>16,046,402</u>	<u>9,911,585</u>	<u>11,405,227</u>

This statement is to be read in conjunction with the accompanying notes.

**TOWN OF BASSENDEAN
NOTES TO AND FORMING PART OF THE CASHFLOW**

NOTES TO THE CASH FLOW STATEMENT

(a) Reconciliation of Cash

For the purposes of the cash flow statement, cash includes cash on hand and cash equivalents, net of outstanding bank overdrafts. Cash at the end of the reporting period is reconciled to the related items in the balance sheet as follows:

	2018/19 Actual \$	2018/19 Budget \$	2017/18 Actual \$
Cash and Cash Equivalents	16,046,402	9,911,585	11,405,227

(b) Reconciliation of Net Cash Provided By Operating Activities to Net Result

Net Result	4,953,017	(901,461)	(227,209)
Depreciation	2,333,997	3,316,368	3,284,278
(Profit)/Loss on Sale of Asset	-	(11,266)	55,817
(Increase)/Decrease in Receivables	(1,687,567)	(29,866)	112,403
(Increase)/Decrease in Inventories	(1,599)	-	(1,685)
Increase in Investment in Joint Venture	-	-	(428,338)
Increase/(Decrease) in Payables & Accruals	(75,101)	224,749	(2,228)
Increase/(Decrease) in Employee Provisions	(1,944)	20,405	171,076
Grants/Contributions for the Development of Assets	(652,082)	(2,382,964)	(661,225)
Net Cash from Operating Activities	<u>4,868,721</u>	<u>235,966</u>	<u>2,302,889</u>

TOWN OF BASSENDEAN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2019

Note 1: Explanation of Material Variances

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date

- ⊕ More Revenue OR Less Expenditure
⊖ Less Revenue OR More Expenditure

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Income	\$	%			
Governance	(7,046)	(52%)	⊖	Permanent	Other Minor Income lower than anticipated.
General Purpose Funding - Rates	36,390	0%			Within Variance Threshold
General Purpose Funding - Other	211,257	42%	⊕	Permanent/ Timing	Additional Insurance Rebate received - will amend at Budget Review. Also Late Payment Interest and Instalment Fees higher than anticipated YTD.
Law, Order and Public Safety	(24,226)	(25%)	⊖	Timing	Timing of Fines issued
Health	8,589	0%			Within Variance Threshold
Education and Welfare	22,216	1%		Timing	CHSP, HACC, Childrens Services funding higher than anticipated at YTD.
Community Amenities	4,379	4%		Timing	Within Variance Threshold
Recreation and Culture	43,354	22%	⊕	Permanent/ Timing	Naming rights for the SDFC were not invoiced in FY18 and have subsequently been invoiced in FY19. The additional revenue in FY19 will be recognised at the Budget review. Hall Hire and Reserve Hire income higher than anticipated at YTD.
Transport	(99,864)	(63%)	⊖	Timing	RTR and DOT grants not yet received
Economic Services	(8,056)	(12%)	⊖	Timing	Building Licence Fees lower than anticipated
Other Property and Services	18,466	25%	⊕	Permanent	Additional Private works income received - will amended at Budget Review
Operating Expense	\$	%			
Governance	524,306	47%	⊕	Timing	Employee costs are lower than budget, and Admin recoveries are lower than budget. This may even out over the year.
General Purpose Funding	(33,333)	(7%)	⊖	Timing	Timing of ABC Allocations
Law, Order and Public Safety	3,081	1%		Timing	Within Variance Threshold
Health	144,179	7%	⊕	Permanent	Rubbish Collection Invoices less than anticipated
Education and Welfare	22,691	1%		Timing	Within Variance Threshold
Community Amenities	61,021	7%	⊕	Timing	Within Variance Threshold
Recreation and Culture	334,777	7%	⊕	Timing	
Transport	479,900	12%	⊕	Timing	Timing of Street Tree Planting and Bike Boulevard Design
Economic Services	86,762	21%	⊕	Timing	Timing of OPR Initiatives, Publicity and Promotion and EMRC Events
Other Property and Services	131,646	70%	⊕	Timing	Public Works Overheads are recovering higher than YTD budget. This may even out over the year. Staff will monitor the recoveries and correct if required at the budget review.
Operating activities excluded from budget					
Depreciation	(118,425)	5%	⊖	Permanent	Reserves, Parks , Plant & Equipment depreciation higher than budgeted for due to revaluation at 30 June 2018. Will be reviewed at Budget Review.
Adjust (Profit)/Loss on Asset Disposal	(33,734)	0%			Within Variance Threshold
Movement in Leave Reserve	0	0%			Within Variance Threshold
Capital Revenues		0%			Within Variance Threshold
Grants, Subsidies and Contributions	(637,249)	(49%)	⊖	Timing	Dependent on Timing of Projects. Dept of Transport funding for bike boulevard, Cash In Lieu Funds, Lotterywest Mens Shed Funds - not yet received
Capital Expenses					<i>Refer to Note 8 for Capital expenditure detail</i>
Land and Buildings	(794,289)	(87%)	⊖		Capital works not yet completed
Infrastructure - Roads	(1,279,352)	(77%)	⊖		Capital works not yet completed
Infrastructure - Footpaths	(3,331)	(8%)			Capital works completed
Infrastructure Assets - Other	(567,285)	(35%)	⊖		Capital works not yet completed
Plant and Equipment	(1)	(0%)			Capital works not yet completed
Furniture and Equipment	(764,906)	(98%)	⊖		Capital works not yet completed
Financing					
Proceeds from New Debentures	0				Within Variance Threshold
Proceeds from Advances	0				Within Variance Threshold
Self-Supporting Loan Principal	0				Within Variance Threshold
Transfer from Reserves	0				Within Variance Threshold
Advances to Community Groups	0				Within Variance Threshold
Opening Funding Surplus(Deficit)	274,436	17%	⊕	Timing	Timing - Capital Works Projects not Completed.

TOWN OF BASSENDEAN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2019

Note 2: Rating Information	Rate in	Number of Properties	Rateable Value	YTD Actual			Budget				
				Rate Revenue	Interim Rates	Back Rates	Total Revenue	Rate Revenue	Interim Rate	Back Rate	Total Revenue
RATE TYPE	\$		\$	\$	\$	\$	\$	\$	\$	\$	\$
GRV - Residential	7.2300	4,581	161,158,994	11,381,095	3,491	3,398	11,387,984	11,651,795	5,000	3,000	11,659,795
Sub-Totals		4,581	161,158,994	11,381,095	3,491	3,398	11,387,984	11,651,795	5,000	3,000	11,659,795
Minimum Payment	Minimum										
Minimum Rate	1,095	1,318	18,297,341	1,443,210	-	-	1,443,210	1,443,210	-	-	1,443,210
Sub-Totals		1,318	18,297,341	1,443,210	-	-	1,443,210	1,443,210	-	-	1,443,210
Amount from General Rates		5,899	179,456,335	12,824,305	3,491	3,398	12,831,194	13,095,005	5,000	3,000	13,103,005
Totals							12,831,194	13,095,005			13,103,005

Comments - Rating Information

to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also considering the extent of any increase in rating over the level adopted in the previous year.

The minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of the Local Government services/facilities.

The Rates for 2018/19 were issued on the 10th August 2018. The due date for the payment of rates is September 14th 2018, unless the option to pay by instalments is taken. Rates instalments are subject to an instalment fee of \$36 and 5.5% interest. Instalment dates for 2018/19 are:

- 1st: 14 September 2018
- 2nd: 16 November 2018
- 3rd: 18 January 2019
- 4th: 22 March 2019

TOWN OF BASSENDEAN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2019

Note 3: Net Current Funding Position

Positive=Surplus (Negative=Deficit)

	Last Years Actual Closing	Current
	30 June 2018	28 Feb 2019
	\$	\$
Current Assets		
Cash Unrestricted	3,412,701	7,813,938
Cash Restricted - Conditions over Grants		
Cash Restricted	5,710,257	5,810,198
Restricted Cash - Trust	2,221,269	2,423,096
Rates Outstanding	782,386	2,686,767
Sundry Debtors	198,465	140,703
GST Receivable	122,315	61,717
Accrued Interest	613	-
Inventories	15,018	16,617
	12,463,025	18,953,037
Less: Current Liabilities		
Sundry Creditors	(1,244,201)	(1,257,941)
Accrued Interest on Debentures	(4,793)	-
Accrued Salaries and Wages	(130,907)	-
Rates in Advance	-	(145,308)
Hyde Retirement Village Bonds	(259,648)	(375,898)
Bonds and Other Deposits	(1,961,619)	(2,047,198)
Current Employee Provisions	(2,249,870)	(2,247,927)
	(5,851,038)	(6,074,271)
Less: Cash Reserves	(5,710,259)	(5,810,200)
Less: Accrued Interest	(613)	-
Plus : Liabilities funded by Cash Backed Reserves	1,020,253	1,029,621
Net Current Funding Position	1,921,369	8,098,186

TOWN OF BASSENDEAN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2019

Note 4 : Information on Borrowings

(a) Debenture Repayments

Particulars	01 Jul 2018	Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$
Recreation and Culture							
Loan 156 - Civic Centre Redevelopment	85,549	35,205	47,416	50,344	38,133	3,273	5,425
Loan 160A - Civic Centre Redevelopment	339,375	23,601	47,965	315,774	291,410	10,348	20,475
Loan 160B- Civic Centre Redevelopment	137,579	12,183	16,364	125,396	121,215	4,448	7,786
Self Supporting Loans							
Loan 157 - Ashfield Soccer Club	14,842	2,270	4,617	12,572	10,225	473	845
Loan 162 - TADWA	234,035	12,285	16,517	221,750	217,518	9,483	15,158
	811,379	85,543	132,881	725,836	678,500	28,025	49,688

(b) New Debentures

The Town does not propose to raise any debt through the issue of debenture this financial year

(c) Unspent Debentures

The Town has no unspent debentures.

(d) Overdraft

It is anticipated that this facility will not be required in the 2018/19 Financial Period.

**Town of Bassendean
Monthly Investment Report
For the Period Ended 28 February 2019**

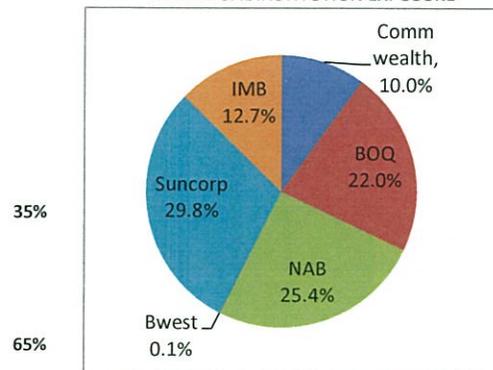
Note 5 : CASH INVESTMENTS

Deposit Ref	Deposit Date	Maturity Date	S & P Rating	Institution	Term (Days)	Rate of Interest	Amount Invested (Days)				Total	Expected Interest
							Up to 30	30-60	60-90	90-120+		
Municipal												
160812	22/01/2019	5/03/2019	A2	Bank of Queensland	42	2.20%		2,000,000	-	-	2,000,000	5,063
10603851	5/02/2019	20/03/2019	A1+	NAB	43	2.20%		1,000,000	-	-	1,000,000	2,592
49871	18/02/2019	20/03/2019	A2	IMB	30	2.15%		2,000,000	-	-	2,000,000	3,534
10603849	6/02/2019	6/03/2019	A1+	NAB	28	2.04%		2,000,000	-	-	2,000,000	3,130
							-	7,000,000	-	-	7,000,000	14,319
Reserve												
161303	31/01/2019	24/06/2019	A2	Bank of Queensland	144	2.70%			-	1,049,332	1,049,332	11,178
4195820	25/02/2019	27/05/2019	A1	Suncorp	91	2.55%				3,185,752	3,185,752	20,254
164115	30/10/2018	30/04/2019	A1+	Commonwealth Bank	182	2.42%				1,575,114	1,575,114	19,007
							-	-	-	5,810,198	5,810,198	50,438
Trust												
089-062126-4	27/12/2018	27/06/2019	A1+	Bankwest	182	2.50%				10,007	10,007	125
10584638	25/02/2019	24/06/2019	A1+	NAB	119	2.68%				970,249	970,249	8,478
161304	31/01/2019	31/05/2019	A2	Bank of Queensland	120	2.65%				400,000	400,000	3,485
4194550	30/10/2018	28/03/2019	A1	Suncorp	149	2.65%				1,500,000	1,500,000	16,227
							-	-	-	2,880,256	2,880,256	28,314
Total							-	7,000,000	-	8,690,454	15,690,454	93,071

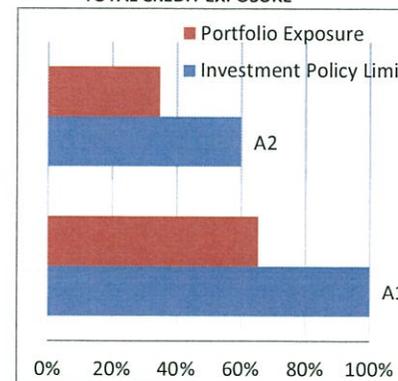
ENVIRONMENTAL COMMITMENT

Depositing Institution	Value Invested
Fossil Fuel Lending ADI	
Commonwealth	\$1,575,114
NAB	\$3,970,249
Bankwest	\$10,007
	\$5,555,370
Non Fossil Fuel Lending ADI	
B of Queensland	\$3,449,332
IMB	\$2,000,000
Suncorp	\$4,685,752
	\$10,135,084
Total Funds	\$15,690,454

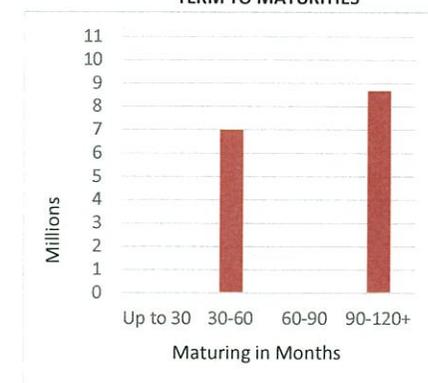
INDIVIDUAL INSTITUTION EXPOSURE



TOTAL CREDIT EXPOSURE



TERM TO MATURITIES

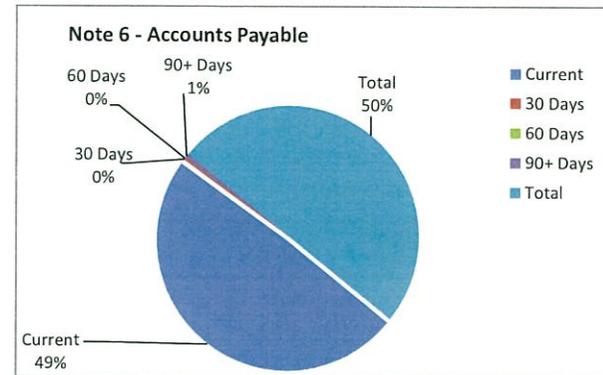
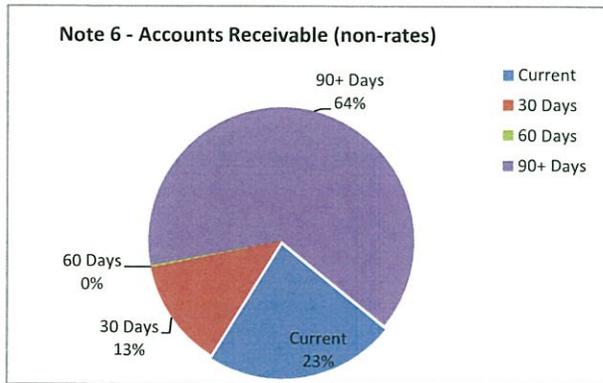


TOWN OF BASSENDEAN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2019

Note 6: Receivables and Payables

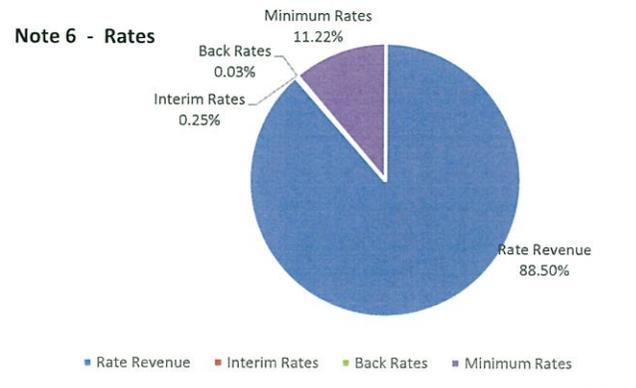
Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	14,074	7,937	135	39,002	61,148

Payables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Payables - General	986,691	5,561	0	12,974	1,005,225



Comments/Notes - Receivables General

The above amounts included GST where applicable.



Town of Bassendean
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2019

Note 7: Cash Backed Reserve

Name	Opening Balance	Budget Transfers In (+)	Budget Transfers Out (-)	Actual Transfers In (+)	Actual Transfers Out (-)	Actual Interest Earned	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$
Plant And Equipment Reserve	384,098	7,682	(65,000)		-	6,816	390,914
Community Facilities Reserve	51,965	1,039	-		-	922	52,888
Land And Buildings Infrastructure Reserve	1,829,829	886,597	(320,000)		-	32,471	1,862,300
Waste Management Reserve	738,910	213,942	(467,500)		-	12,638	751,549
Wind In The Willows Child Care Reserve	89,841	41,599	(45,000)		-	1,482	91,323
Aged Persons Reserve	484,371	9,687	(9,000)	15,895	-	8,697	508,963
Youth Development Reserve	28,327	567	-		-	503	28,830
Underground Power Reserve	81,757	1,635	(33,000)		-	1,451	83,208
Employee Entitlements Reserve	1,020,253	20,405	-		-	9,368	1,029,621
Drainage Infrastructure Reserve	417,421	8,348	(400,000)		-	7,407	424,829
Hacc Asset Replacement Reserve	129,113	6,702	(25,000)		-	2,291	131,404
Unspent Grants Reserve	454,371	50,000	(50,000)		-	-	454,371
	5,710,258	1,248,203	(1,414,500)	15,895	-	84,047	5,810,199

Town of Bassendean
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2019

Note 8: Capital Acquisitions

Assets	Account	Budget		YTD Actual			Purchase Order Value	YTD Variance	Funding Source	Funding Amount
		Annual Budget	YTD Budget	New/ Upgrade	Renewal	Total YTD				
		\$	\$	\$	\$	\$	\$	\$		
Summary of Capital Acquisitions										
Land and Buildings		950,147	909,824	66,602	48,933	115,535	38,985	(794,289)		
Plant and Equipment		147,700	16,111	-	16,110	16,110	-	(1)		
Furniture and Equipment		801,000	781,322	-	16,416	16,416	11,915	(764,906)		
Roadsworks		1,878,165	1,652,934	10,840	362,742	373,582	28,705	(1,279,352)		
Drainage		547,750	389,700	-	21,733	21,733	40,733	(367,967)		
Footpaths		25,500	42,390	-	39,059	39,059	-	(3,331)		
Parks, Gardens and Reserves		635,600	567,285	360,982	5,217	366,199	91,332	(201,086)		
Totals		4,985,862	4,359,566	438,425	510,209	948,634	211,670	(3,410,932)		
LAND										
271 HAMILTON STREET SEWER & POWER	AL1801	24,647	24,647	24,646	-	24,646	-	(1)		
HATTON CRT PAW- TPS 4 A	AL1802	6,000	6,000	-	-	-	-	(6,000)		
KENNY STREET-PAW- TPS 4 A	AL1803	5,000	5,000	-	-	-	-	(5,000)		
Land Total		35,647	35,647	24,646	-	24,646	-	(11,001)		
Buildings										
MAIN SWITCHBOARD- STAN MOSES PAV	AB1801	22,000	16,750	16,750	-	16,750	-	-		
MEN'S SHED CONSTRUCTION-	AB1802	370,000	370,000	-	7,973	7,973	22,477	(362,027)	Lotterywest Grant	200,000
PATIO REPLACEMENT- BOWLING CLUB	AB1804	15,000	15,000	-	15,000	15,000	-	-		
DEPOT SECURITY	AB1805	16,500	15,883	15,883	-	15,883	-	0		
ENGINEERING ROLLER DOOR	AB1806	20,000	3,500	-	3,336	3,336	-	(164)		
ABULTION FACILITY- SANDY BEACH	AB1807	250,000	250,000	-	-	-	-	(250,000)	POS CIL Funds from Trust	250,000
NEW RYDE VEHICLE CAGE- LIBRARY C/ P	AB1808	5,500	4,680	-	4,680	4,680	-	-		
STOP WATER VALES- HYDE RETIREMENT	AB1809	9,000	8,550	8,550	-	8,550	-	-	Reserves - (Aged Persons)	9,000
SEATING REPLACEMENT- ASHFIELD RESE	AB1810	15,000	15,000	-	10,410	10,410	-	(4,590)		
1 SURREY STREET REDEVELOPMENT	AB1811	150,000	150,000	-	-	-	-	(150,000)	Reserves - (L & B)	150,000
AIRCONDITIONER UPGRADE- 48 OPR	AB1812	25,000	11,855	773	-	773	11,082	(11,082)		
KITCHEN CUPBOARDS- ALF FAULKNER H	AB1813	6,500	5,425	-	-	-	5,425	(5,425)		
Buildings Total		914,500	874,177	41,956	48,933	90,889	38,985	(783,288)		

Town of Bassendean
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2019

Note 8: Capital Acquisitions

Assets	Account	Budget		YTD Actual			Purchase Order Value	YTD Variance	Funding Source	Funding Amount
		Annual Budget	YTD Budget	New/ Upgrade	Renewal	Total YTD				
		\$	\$	\$	\$	\$	\$	\$		
Furniture and Equipment										
IT INFRASTRUCTURE UPGRADE	AE1801	50,000	50,000	-	-	-	-	(50,000)		
CCTV UPGRADE LIBRARY CARPARK	AE1804	15,000	15,000	-	-	-	11,915	(15,000)		
ELECTRIC CHARGE STATION - OLD PERTH	AE1805	6,000	9,092	-	9,188	9,188	-	96		
PURCHASE OF NEW BINS- THREE BIN SYS	AE1806	700,000	700,000	-	-	-	-	(700,000)	Reserves (Waste)	467,500
CCTV SUCCESS HILL	AE1807	30,000	-	-	-	-	-	-	Dept of Waste Grant	232,500
CCTV UPGRADE - 35 OLD PERTH ROAD	AE1808	-	7,230	-	7,228	7,228	-	(2)		
Furniture and Equipment Total		801,000	781,322	-	16,416	16,416	11,915	(764,906)		
Plant and Equipment										
REPLACE HACC VEHICLE P853	AF1801	35,000	-	-	-	-	-	-	Reserves (HACC)	25,000
POLMAC TAN AXLE TRAILER- PW7040	AF1802	11,700	9,198	-	9,198	9,198	-	(0)		
TRAILER- P7196- MOWER TRAILER	AF1803	16,000	6,913	-	6,913	6,913	-	(0)		
WATER TRUCK 5 TONNE - PP7117	AF1804	85,000	-	-	-	-	-	-	Reserves (Plant)	65,000
Plant and Equipment Total		147,700	16,111	-	16,110	16,110	-	(1)		
Infrastructure - Roads										
SAFE ACTIVE ROJECT- BICYCLE BOULEVAI	AR1801	850,000	850,000	-	-	-	-	(850,000)	Dept of Transport Grant	850,000
BROADWAY STATION ACCESS PROJECT	AR1802	550,000	344,286	-	-	-	-	(344,286)	Dept of Transport Grant	450,000
RESURFACE SUCCESS ROAD - SEVENTH A	AR1803	35,000	35,000	-	34,287	34,287	-	(713)		
RESURFACE JAMES STREET, FROM OPR A	AR1804	275,000	164,000	-	162,804	162,804	17,225	(1,196)		
RESURFACE - KATHLEEN STREET- GUILDF	AR1805	45,261	45,261	-	32,998	32,998	8,380	(12,263)	R2R Grant	45,261
RESURFACE - BRADSHAW STREET- WEST	AR1806	7,000	7,832	-	7,831	7,831	-	(1)		
RESURFACE -MARY CRESENT WEST OF LC	AR1807	10,000	10,397	-	10,397	10,397	-	(0)		
RESURFACE -GREY STREET END OF NORT	AR1808	42,904	42,904	-	34,216	34,216	-	(8,688)	MRWA Grant	28,603
UPGRADE LIGHTING- PEDESTRIAN ROUT	AR1809	63,000	63,000	10,840	-	10,840	-	(52,160)		
SUCCESS ROAD RESURFACE AND FOOTP	AR1810	-	90,254	-	80,210	80,210	3,101	(10,044)		
Roads Total		1,878,165	1,652,934	10,840	362,742	373,582	28,705	(1,279,352)		
Infrastructure - Footpaths										
FOOTPATH- TROY STREET BETWEEN SCA	AT1801	15,000	26,890	-	26,890	26,890	-	(0)		
FOOTPATH- COLSTOUN/ GUILDFORD RO	AT1802	10,500	15,500	-	12,169	12,169	-	(3,331)		
Infrastructure - Footpaths Total		25,500	42,390	-	39,059	39,059	-	(3,331)		

Town of Bassendean
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2019

Note 8: Capital Acquisitions

Assets	Account	Budget		YTD Actual			Purchase Order Value	YTD Variance	Funding Source	Funding Amount
		Annual Budget	YTD Budget	New/ Upgrade	Renewal	Total YTD				
		\$	\$	\$	\$	\$	\$	\$		
Infrastructure - Drainage										
DRAINAGE WORKS- LORD STREET- RELIN	AD1801	106,000	76,000		7,800	7,800	425	(68,200)		
DRAINAGE- NORTH ROAD REPLACE MAN	AD1803	51,250	51,250		943	943	34,589	(50,307)		
DRAINAGE- BRIDSON & WITFIELD STREE	AD1805	70,500	12,450	-	2,950	2,950	-	(9,500)		
DRAINAGE- SURREY STREET RELINE CHRI	AD1806	210,500	160,500		5,640	5,640	1,462	(154,860)		
DRAINAGE- ANZAC TCE STORMWATER P	AD1807	76,500	56,500		3,480	3,480	4,257	(53,020)		
DRAINAGE- PALMERSTON RESERVE- NEV	AD1808	33,000	33,000	-	920	920	-	(32,080)		
Infrastructre - Drainage Total		547,750	389,700	-	21,733	21,733	40,733	(367,967)	Reserves (Drainage)	400,000
Infrastructure - Park Plant & Equipment										
MARY CRES NATURE BASED PLAYGROUN	AP1801	250,000	301,516	286,189	-	286,189	46,112	(15,327)	POS CIL Funds from Trust	250,000
UPGRADE TO SHELTERS & SIGNAGE - SU	AP1802	7,000	7,000	-	-	-	-	(7,000)		
PLAY EQUIPMENT - PADBURY PARK	AP1803	10,000	10,000	-	-	-	-	(10,000)		
PLAY EQUIPMENT(NATURE BASED PLAYC	AP1805	25,000	26,847	-	-	-	-	(26,847)	Reserves -(WIW)	25,000
PLAY EQUIPMENT - WIND IN THE WILLO	AP1806	10,000	10,000	-	-	-	-	(10,000)	Reserves -(WIW)	10,000
TENNIS COURTS RESURFACE- BIC	AP1807	15,000	13,750	13,750	-	13,750	-	-		
UPGRADE TO GARDENS- 48 OLD PERTH F	AP1808	15,000	8,562	8,561	-	8,561	-	(1)		
SPILLWAY CONSTRUCTION- SUCCESS HIL	AP1809	180,000	50,000	31,689	-	31,689	16,120	(18,311)		
POST & RAIL REPLACEMENT- JUBILEE RE	AP1810	20,000	19,793	19,793	-	19,793	-	-		
BROADWAY ABORETUM- STAGE 2 IMPL	AP1811	44,100	44,100	-	-	-	-	(44,100)	POS CIL Funds from Trust	44,100
PLAN FOR LIVING STREAMS	AP1812	20,000	20,000	-	-	-	-	(20,000)		
KELLY PARK LIGHTING	AP1814	32,500	50,500	1,000	-	1,000	29,100	(49,500)	POS CIL Funds from Trust	32,500
MARY CRESCENT DOG FOUNTAIN	AP1815	7,000	5,217	-	5,217	5,217	-	(0)		
Infrastructure - Park Plant & Equipment Total		635,600	567,285	360,982	5,217	366,199	91,332	(201,086)		3,714,464
Capital Expenditure Total		4,985,862	4,359,566	438,425	510,209	948,634	170,937	(3,410,932)		

TOWN OF BASSENDEAN
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ended 28 February 2019

Note 9: Budget Amendments

GL Account Code	Description	Current Budget	Amended Budget	Budget Movement	Reason
		\$	\$	\$	
Budget Amendment for February are included in the Annual Budget Review report.					

TOWN OF BASSENDEAN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2019

Note 10: Disposal of Assets

Asset Number	Asset Description	YTD Actual				Budget			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	By Program								
	Education and welfare	-	-	-	-	20,000	10,000	-	(10,000)
P853	Holden Omega (HACC)	-	-	-	-	20,000	10,000	-	(10,000)
	Community amenities	-	-	-	-	805,000	850,000	70,000	(25,000)
ALO0034	Lot 7557 Lord Street	-	-	-	-	400,000	375,000	-	(25,000)
ALO0035	48 Chapman Street	-	-	-	-	405,000	475,000	70,000	
	Other property and services	-	-	-	-	61,034	37,300	852	(24,586)
W7070	Polmac Tandem Axle Bobcat Trailer	-	-	-	-	1,300	1,300		
P7196	Papas Mower trailer 2 tonne	-	-	-	-	148	1,000	852	
PP7117	Isuzu Tip Truck	-	-	-	-	19,501	15,000	-	(4,501)
PW7048	Polmac Sweeper and Plant Trailer	-	-	-	-	40,085	20,000	-	(20,085)
	By Class								
	Property, Plant and Equipment	-	-	-	-	81,034	47,300	852	(34,586)
P853	Holden Omega (HACC)	-	-	-	-	20,000	10,000	-	(10,000)
W7070	Polmac Tandem Axle Bobcat Trailer	-	-	-	-	1,300	1,300	-	-
P7196	Papas Mower trailer 2 tonne	-	-	-	-	148	1,000	852	-
PP7117	Isuzu Tip Truck	-	-	-	-	19,501	15,000	-	(4,501)
PW7048	Polmac Sweeper and Plant Trailer	-	-	-	-	40,085	20,000	-	(20,085)
	Land	-	-	-	-	805,000	850,000	70,000	(25,000)
ALO0034	Lot 7557 Lord Street	-	-	-	-	400,000	375,000	-	(25,000)
ALO0035	48 Chapman Street	-	-	-	-	405,000	475,000	70,000	-
		-	-	-	-	886,034	897,300	70,852	(59,586)

There have been no disposals to date

TOWN OF BASSENDEAN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2019

Note 11: Trust Fund

Funds held at balance date over which the Town has no control and which are not included in this statement are as follows:

Description	Opening Balance 1/07/2018	Amount Received	Amount Paid	Closing Balance 28/02/2019
	\$	\$	\$	\$
Public Open Space	953,683	10,125	-	963,808
BCITF	-	26,440	(20,608)	5,832
BRB	4,953	31,705	(34,272)	2,386
Total Uncontrolled Trust Funds	958,636	68,270	(54,880)	972,026

Funds held at balance date over which the Town has control are as follows:

Description	Opening Balance 1/07/2018	Amount Received	Amount Paid	Closing Balance 28/02/2019
Hyde Retirement Village Retention Bonds	259,648	116,250	-	375,898
Securities	802,337	233,141	(120,592)	914,886
Hall Hire Bonds	26,641	37,170	(35,000)	28,811
Crossover Deposits	108,675	-	-	108,675
Landscaping Bonds	659,300	59,008	(74,744)	643,564
Stormwater Deposits	23,356	4,995	(950)	27,401
Lyneham Hostel Residents Trust	1,050	-	-	1,050
Iveson Hostel Residents Trust	18	-	-	18
Total Other Bonds and Deposits	1,961,619	421,597	(336,018)	2,047,198
Total Controlled Trust Funds	2,221,267	537,847	(336,018)	2,423,096

TOWN OF BASSENDEAN
EXTRACT LIST OF PROJECTS & CONSULTANCIES
For the Period Ended 28 February 2019

Note 12: Projects & Consultancies List

	2018/19 Budget	2018/19 Actual	Purchase Orders	2018/19 TOTAL	FUNDING SOURCE
RECREATION & CULTURE					
SPORT & REC - CLUB CONNECT	\$7,500	\$2,533	\$887	\$3,419	COUNCIL
SPORT & REC - KIDS SPORT	\$0	\$6,434	\$0	\$6,434	GRANT
CONSULTANT- PLAY SPACE IMPLEMENTATION	\$10,000	\$0	\$0	\$0	COUNCIL
MASTER PLAN - BIC RESERVE	\$20,000	\$0	\$0	\$0	COUNCIL
MASTER PLAN - JUBILEE RESERVE	\$20,000	\$0	\$0	\$0	COUNCIL
LIGHTING AUDITS - BASSENDEAN,JUBILEE,ASHFIELD	\$20,000	\$0	\$0	\$0	COUNCIL
CONSULTANT TO DESIGN NEW PLAYGROUND'S	\$35,000	\$14,235	\$17,800	\$32,035	COUNCIL
BUSINESS CASE - SDFC FOOTBALL FACILITIES	\$45,000	\$82	\$0	\$82	GRANT
DISABILITY ACCESS AND INCLUSION PLAN	\$20,000	\$10,405	\$0	\$10,405	COUNCIL
PENSIONER GUARD COTTAGE - ARCHITECT	\$52,000	\$9,285	\$33,980	\$43,265	COUNCIL
CULTURE - CULTURAL COMMUNITY PROJECTS	\$50,000	\$8,695	\$350	\$9,045	COUNCIL
PUBLIC EVENTS - FRINGE FESTIVAL	\$32,500	\$22,812	\$6,704	\$29,516	COUNCIL
PUBLIC EVENTS - WAMMI FESTIVAL	\$32,500	\$25,465	\$0	\$25,465	COUNCIL
PUBLIC EVENTS - NAIDOC DAY	\$81,000	\$80,250	\$0	\$80,250	\$20,000 GRANT'S
PUBLIC EVENTS - AUSTRALIA DAY	\$159,000	\$136,120	\$5,639	\$141,759	\$20,000 INCOME
PUBLIC EVENTS - COMMUNITY EVENTS SPONSORSHIP	\$30,000	\$8,958	\$124	\$9,082	COUNCIL
PUBLIC EVENTS - CHILDREN WEEK	\$1,700	\$494	\$0	\$494	COUNCIL
PUBLIC EVENTS - VISUAL ART AWARD	\$40,000	\$37,342	\$0	\$37,342	\$5,000 FEES
PUBLIC EVENTS - SENIORS WEEK	\$7,000	\$7,486	\$0	\$7,486	COUNCIL
PUBLIC EVENTS - AVON DECENT	\$5,300	\$5,792	\$0	\$5,792	\$4,500 GRANT
PUBLIC EVENTS - ANZAC DAY + OTHER MEMORIAL DAYS	\$17,200	\$4,105	\$10,016	\$14,120	COUNCIL
PUBLIC EVENTS - SUMMER OUTDOOR MOVIES	\$22,000	\$13,375	\$223	\$13,598	COUNCIL
TOTAL RECREATION & CULTURE	\$707,700	\$393,866	\$81,613	\$475,479	
LIBRARY					
TOWN OF BASSENDEAN HISTORY BOOK PRODUCTION	\$26,000	\$4,796	\$0	\$4,796	COUNCIL
TOTAL LIBRARY	\$26,000	\$4,796	\$0	\$4,796	
ASSET SERVICES					
ASSET MANAGEMENT	\$82,000	\$31,019	\$11,327	\$42,346	COUNCIL
GRAFFITI REMOVAL PROGRAM	\$20,000	\$12,082	\$11,808	\$23,890	COUNCIL
BIKE BOULEVARD DESIGN	\$120,000	\$53,180	\$4,370	\$57,550	DOT GRANT
URBAN FOREST MANAGEMENT PLAN & REVISED STREET TREE MASTER PLAN	\$60,000	\$1,306	\$0	\$1,306	COUNCIL
STREET/ROAD LIGHT REVIEW/ NEW LED LIGHTS	\$30,000	\$0	\$0	\$0	COUNCIL
CONTRACT ENGINEER - PROJECTS DESIGN	\$40,000	\$4,545	\$0	\$4,545	COUNCIL
STEAM WEEDING OF ROADS	\$85,000	\$36,847	\$11,261	\$48,108	COUNCIL
COMMUNITY SURVEY -ROADS & PARKS	\$0	\$0	\$0	\$0	COUNCIL
TOTAL TRANSPORT	\$437,000	\$138,979	\$38,766	\$177,746	
DEVELOPMENT SERVICES					
SWAN RIVER TRUST PRECINCT PLAN REVIEW	\$5,000	\$2,940	\$0	\$2,940	COUNCIL
STREETScape PROTECTION AREA(EILEEN TO WILSON)	\$30,000	\$0	\$0	\$0	COUNCIL
TPS # 4A FINALISATION	\$0	\$0	\$0	\$0	COUNCIL
MUNICIPAL HERITAGE INVENTORY	\$10,000	\$0	\$0	\$0	COUNCIL
TREE ASSESSMENT	\$5,000	\$0	\$0	\$0	COUNCIL
STRATEGIC PLANNING FRAMEWORK STAGE 1 & 2 INC COMMUNITY CONSULTATION	\$161,000	\$50,631	\$78,889	\$129,520	COUNCIL
STRATEGIC PLANNING FRAMEWORK STAGE 1 & 3	\$0	\$0	\$0	\$0	COUNCIL
CONTRACT RELIEF - BUILDING SURVEYOR	\$17,500	\$0	\$1,818	\$1,818	COUNCIL
TOTAL DEVELOPMENT SERVICES	\$228,500	\$53,572	\$80,707	\$134,279	

TOWN OF BASSENDEAN
EXTRACT LIST OF PROJECTS & CONSULTANCIES
For the Period Ended 28 February 2019

Note 12: Projects & Consultancies List

	2018/19 Budget	2018/19 Actual	Purchase Orders	2018/19 TOTAL	FUNDING SOURCE
ECONOMIC DEVELOPMENT					
ECONOMIC DEVELOPMENT- DEVELOPMENT PLAN	\$32,500	\$1,803	\$930	\$2,733	COUNCIL
OLD PERTH RD INITIATIVES	\$64,745	\$32,586	\$40,595	\$73,181	COUNCIL
BUSINESS PLAN - PUBLICITY & PROMOTION	\$30,000	\$20,365	\$9,050	\$29,415	COUNCIL
EMRC PROJECTS - ECONOMIC DEVELOPMENT	\$6,295	\$0	\$0	\$0	COUNCIL
EMRC PROJECTS - REGIONAL EVENTS	\$6,294	\$14,239	\$0	\$14,239	COUNCIL
TOTAL ECONOMIC DEVELOPMENT	\$139,834	\$68,994	\$50,575	\$119,569	
GOVERNANCE					
MARKETING & COMMUNICATIONS STRATEGY	\$81,000	\$0	\$0	\$0	
EMPLOYEE ASSISTANCE PROGRAM	\$30,000	\$16,806	\$4,548	\$21,355	COUNCIL
RECONCILIATION ACTION PLAN CONSULTATION	\$50,000	\$15,384	\$13,880	\$29,264	COUNCIL
ASHFIELD ACTION PLAN - ASHFIELD CAN	\$0	\$0	\$0	\$0	COUNCIL
GOVERNANCE - CORPORATE PLANNING	\$37,000	\$41,674	\$0	\$41,674	COUNCIL
RATING INCENTIVE SCHEME	\$0	\$0	\$0	\$0	COUNCIL
COUNCIL ELECTIONS	\$0	\$0	\$0	\$0	COUNCIL
OCCUPATIONAL HEALTH & SAFETY PROGRAMS	\$9,000	\$2,148	\$0	\$2,148	COUNCIL
SERVICE REVIEW - SENIORS & DISABILITY SERV + HRV	\$25,000	\$0	\$22,500	\$22,500	
REVIEW COMMUNITY CONSULTATION POLICY & CBP	\$0	\$151	\$0	\$151	COUNCIL
TOTAL GOVERNANCE	\$232,000	\$76,162	\$40,928	\$117,090	
HEALTH					
MOSQUITO CONTROL PROGRAM	\$36,000	\$243	\$0	\$243	COUNCIL
PEST - RAT ERADICATION PROGRAM	\$2,400	\$1,346	\$0	\$1,346	COUNCIL
TOTAL HEALTH	\$38,400	\$1,589	\$0	\$1,589	
RANGERS					
CONSTABLE CARE PROGRAM	\$5,500	\$5,500	\$0	\$5,500	COUNCIL
EMRC - FLOOD MARKINGS	\$15,000	\$16,627	\$401	\$17,028	COUNCIL
EMERGENCY SERVICES CONTRACTS	\$36,000	\$4,950	\$0	\$4,950	COUNCIL
TOTAL RANGERS	\$56,500	\$27,077	\$401	\$27,478	
ENVIRONMENT					
LOT 271 HAMILTON STREET - PREPARE SITE TO ACCOMMODATE DEVELOPMENT	\$50,800	\$0	\$0	\$0	COUNCIL
BINDARING HYDROLOGY STUDY	\$10,000	\$0	\$0	\$0	COUNCIL
SUSTAINABILITY - COMMUNITY EDUCATION PROGRAMME	\$10,000	\$3,233	\$0	\$3,233	COUNCIL
EMRC - REGIONAL INTEGRATED TRANSPORT PROJECTS	\$6,000	\$6,077	\$0	\$6,077	COUNCIL
EMRC - ENVIRONMENTAL & SUSTAINABILITY PROGRAM - ENERGY, WATER & CLIMATE CHANGE	\$41,000	\$41,005	\$0	\$41,005	COUNCIL
SUSTAINABILITY - COMMUNITY GRANTS & PROJECTS	\$10,000	\$0	\$1,645	\$1,645	COUNCIL
SUSTAINABILITY - CLEVER CLIMATE PROGRAM	\$5,000	\$0	\$0	\$0	COUNCIL
WASTE EDUCATIONAL PROG (Schools, Better Bin Etc)	\$25,420	\$0	\$0	\$0	COUNCIL
WASTE MANAGEMENT SURVEY FOR FUTURE NEEDS	\$0	\$0	\$0	\$0	COUNCIL
WASTE MANAGEMENT STICKERS	\$38,800	\$181	\$0	\$181	\$28k GRANT
TOTAL ENVIRONMENT	\$197,020	\$50,496	\$1,645	\$52,141	
TOTAL PROJECTS INCLUDED IN OPERATING EXPENDITURE	\$2,062,954	\$815,531	\$294,635	#####	